PA PBPS

SCA LEVEL USER MANUAL

VERSION 1.3

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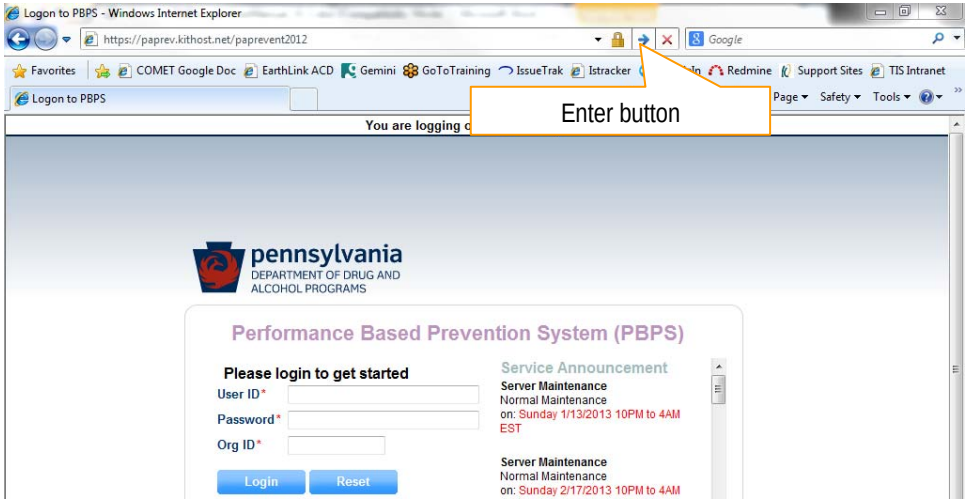
LOGIN PROCEDURE

Logging In

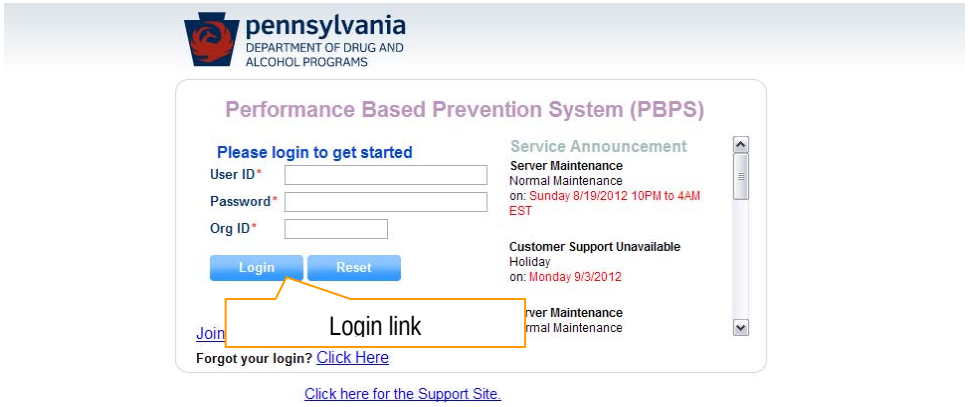
Connect to the internet using an Internet browser. In the Address (Location) box, type in the following address (website URL) and press Enter:

https://paprev.kithost.net/paprevent2012



Sample screenshot of PA PBPS Login Page using Internet Explorer

1. Enter the login name in the **User ID** field.
2. Enter the password in the **Password** field.
3. Enter the SCA Level ID in the **Org ID** field.
4. Click the Login (**Login**) button.
   *Note: If you made mistake in your login information, click the Reset (**Reset**) button.



Screenshot displaying the PA PBPS Login Page

Tips

- The **User ID*** is NOT case sensitive.

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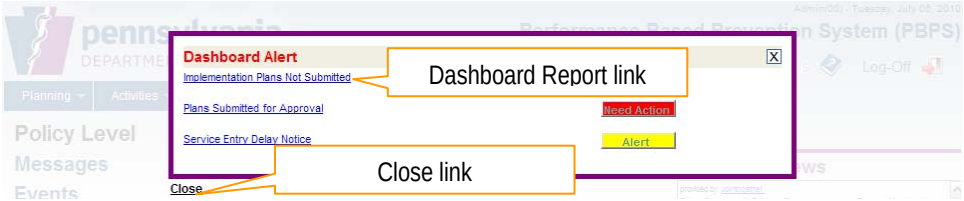
- The Password* IS case sensitive.

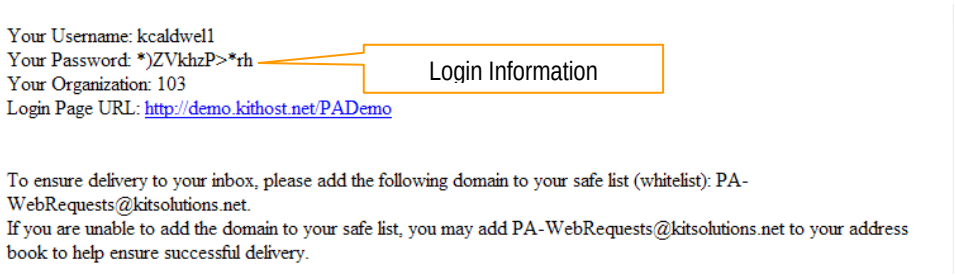
After logging in, you may be taken to the Dashboard Alert or receive a message. If you receive the Dashboard Alert, click one of the report links to open a Dashboard report or click the **Close** (Close) link to continue into PA PBPS. If you receive a message, read the message and click the (I Acknowledge) button.



For more information on the Dashboard reports and Messages, see the Home Page section of this manual.

How Do I Get My Login Information?

Your login information is created for you by your system administrator. Once your staff account is created, you should receive an email with your login information. This email will contain the necessary pieces of information needed to log into PA PBPS: Username, Password, and Organization ID.


Your Username: kcaldwel1
Your Password: *)ZVkhzP>*rh
Your Organization: 103
Login Page URL: http://demo.kithost.net/PADemo
Login Information
To ensure delivery to your inbox, please add the following domain to your safe list (whitelist): PA-WebRequests@kitsolutions.net.
If you are unable to add the domain to your safe list, you may add PA-WebRequests@kitsolutions.net to your address book to help ensure successful delivery.

This is an example of a staff account creation email

The Username is automatically generated for you upon creating a new staff member. The Username will be the first letter of the staff member's first name and the full last name – up to ten (10) characters. For example, Karen Caldwell's staff Username will be kcaldwell.

A temporary password will be assigned to your account. You will use this to log in for the first time.

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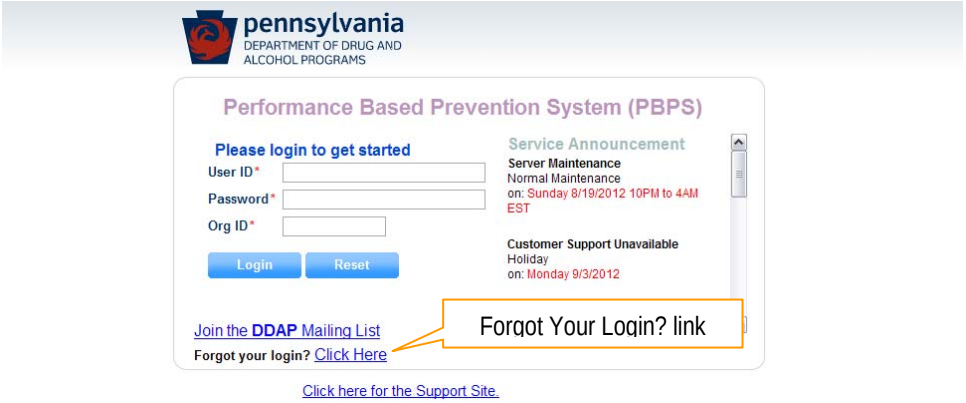
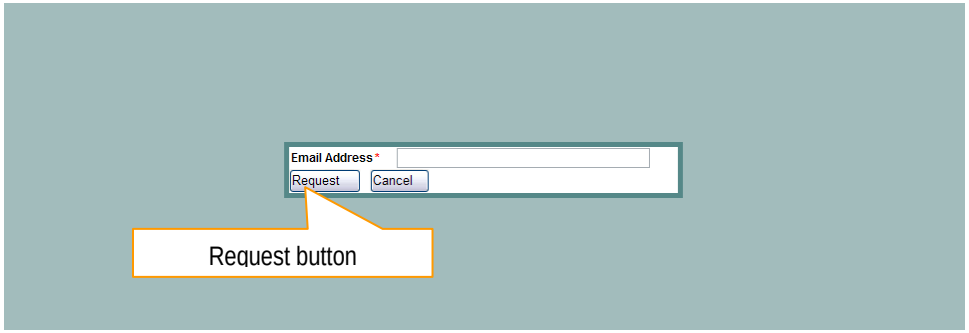
Forgot Your Login?

If you are unable to log into PA PBPS due to forgetting your User ID or Password, you can retrieve this information by clicking the link Click Here on the Login Page.



1. Type the email address associated with your staff user account in the Email Address field.
2. Click the Request (Request) button.
   *Note: Click the Cancel (Cancel) button to cancel the request.

You should receive an email including your Login Name, a temporary password, organization ID, and email address.



Tips

- You must have a staff user account registered within PA PBPS to use the Forgot Your Login? feature.
- To ensure that you receive the email, add the following domain to your safe list: @kitsolutions.net.

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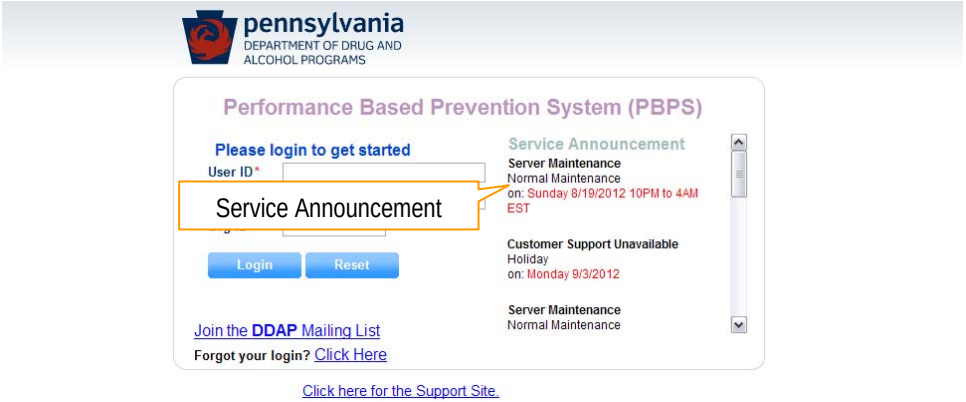
Service Announcement

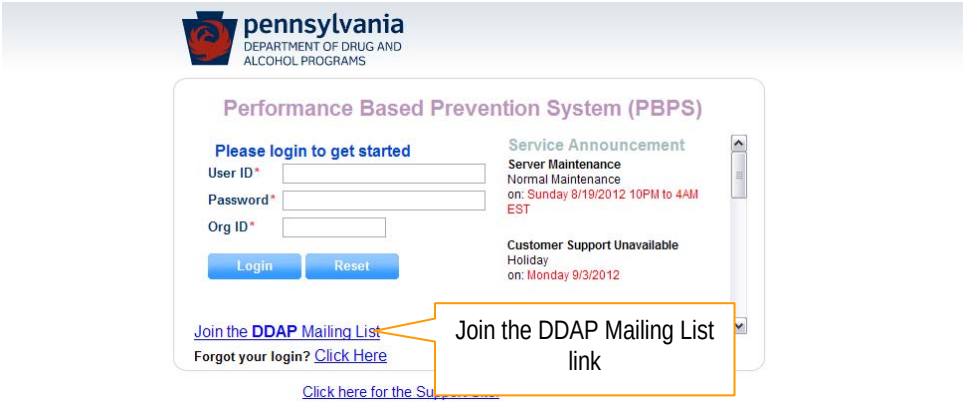
The Service Announcements that are located on the Login Page are there to notify users that PA PBPS is receiving any necessary server updates. PA PBPS may be down for a short period of time which means you will not be able to log into the application at that time.

Server Maintenance typically occurs once a month.



DDAP Mailing List

To join the DDAP Mailing list, click the Join the DDAP Mailing List link on the Login Page. A new window will open displaying the Pennsylvania Department of Health website.



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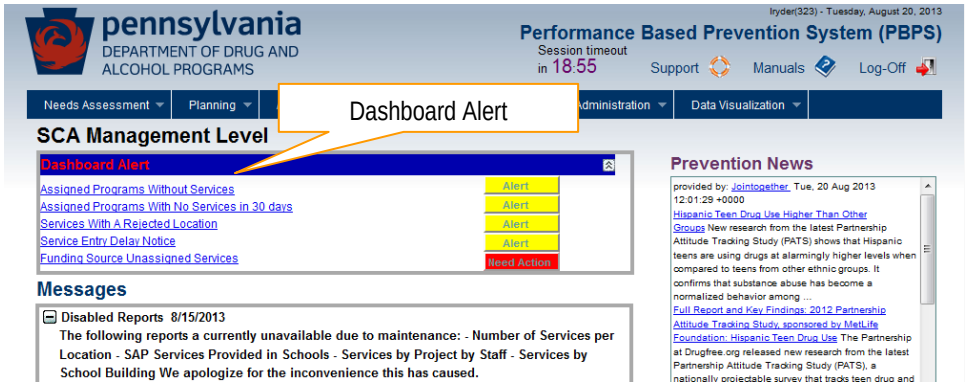
HOME PAGE

The Home Page provides the organization with important messages, upcoming events, and links to News regarding Prevention.

Dashboard Alert

The Dashboard feature on the Home page is designed to provide status updates in regards to various timelines, notifications, and inactivity for reports and surveys within the PA PBPS.


pennsylvania
DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS
Performance Based Prevention System (PBPS)
Session timeout in 18:55
Support
Manuals
Log-Off
Needs Assessment
Planning
Data Visualization
Dashboard Alert
SCA Management Level
Dashboard Alert
Assigned Programs Without Services
Assigned Programs With No Services in 30 days
Services With A Rejected Location
Service Entry Delay Notice
Funding Source Unassigned Services
Alert
Need Action
Messages
Disabled Reports 8/15/2013
The following reports a currently unavailable due to maintenance: - Number of Services per Location - SAP Services Provided in Schools - Services by Project by Staff - Services by School Building We apologize for the inconvenience this has caused.
Prevention News

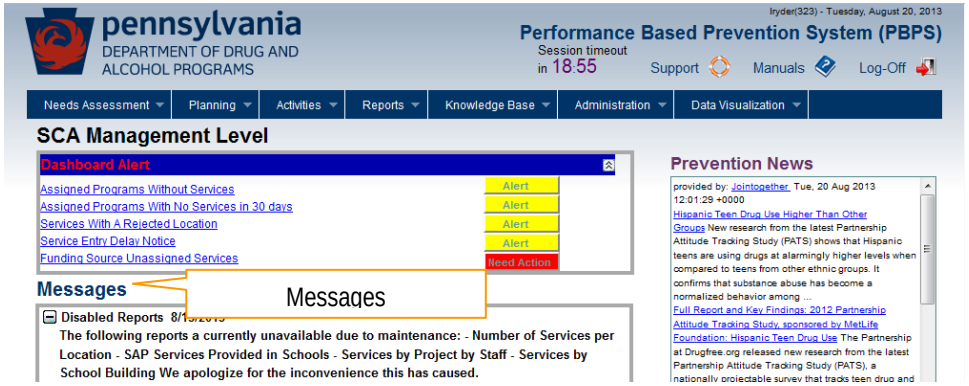
- Click a report link to open a Dashboard report.
- Click the to hide the Dashboard Alert.

Tips

- Dashboard Alert colors indicate:
  - ⇒ Yellow – Alert
  - ⇒ Red – Needs Action

Messages

The Message section on the Home Page displays important messages posted by DDAP.



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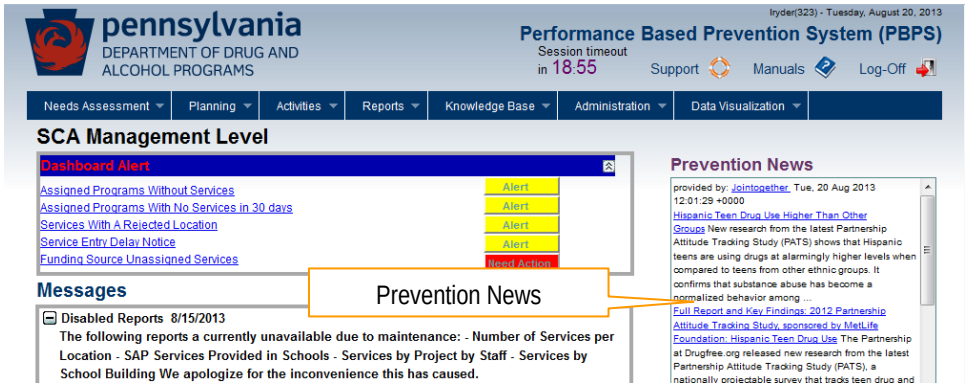
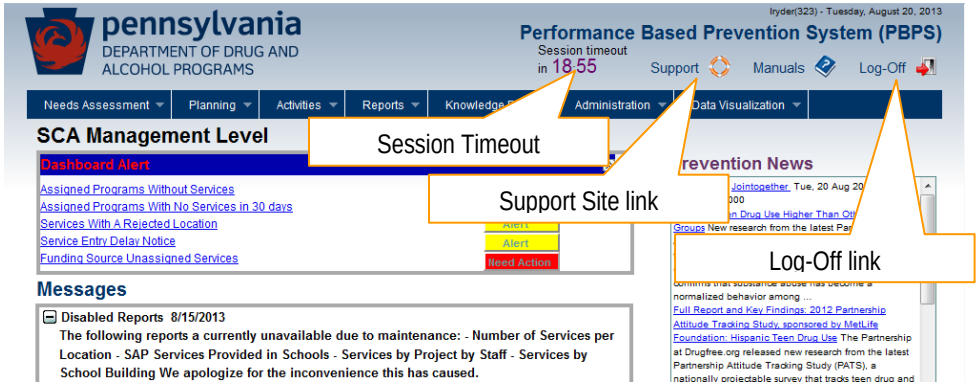
Prevention News

- To view a news article, click on the title of the article from the Prevention News section.
- A new window will open when you click on the specified news article link.
- To close the open window, click the ☒ (X) in the upper right hand corner.



Miscellaneous Items

- The Session Timeout located in the upper right hand corner of the Home page displays the amount of time left before your session will time out. The Session Timeout is 20 minutes for each refresh of the page. You will receive a notice when 3 minutes are left.
- A link to the PA PBPS Support Site is located in the upper right hand corner of the Home Page. Once clicked, a new window will open displaying the PA PBPS Support Site.
- To log out of PA PBPS, click the Log-Off link located in the upper right hand corner of the Home Page.



These items can be found in the left toolbar when viewing all other pages within PA PBPS.

Tips

- To return to the Home Page from any other page within PA PBPS, click the Pennsylvania Department of Health logo.

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PLANNING

The Planning module allows users to develop a comprehensive Strategic Plan.

Funding Sources

The Funding Sources module is used to specify the funding sources that will be available for your Programs.

Adding Funding Sources

1. Click **Planning** from the main menu.
2. Click **Funding Sources** from the Planning submenu or Landing Page.
3. Select the status for each listed funding source from the **Status** dropdown lists.
    a. *Active*: the funding source is currently being used for Programs
    b. *Inactive*: the funding source is not being used or no longer being used for Programs
4. Click Save (**Save**) from the left toolbar.

Sample screenshot displaying the Funding Source Management Edit Page

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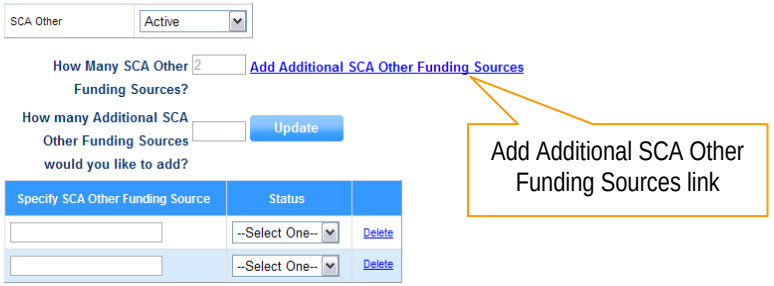
SCA Other Funding

If *Active* was selected as the **Status** for the SCA Other funding source, additional data is needed.

1. Enter how many additional sources you would like to add in the **How many SCA Other Funding Sources would you like to add?** field.
2. Click the Update (**Update**) button.
3. A grid will appear allowing you to specify the SCA Other funding source. Enter the source name(s) and specify the status in the appropriate fields.
4. If you wish to add another SCA Other funding source that was not already specified, click the Add Additional SCA Other Funding Sources link.
5. A new field will appear. Enter how many additional sources you would like to add in the **How many Additional SCA Other Funding Sources would you like to add?** field.
6. Click the Update (**Update**) button.
7. Additional rows will appear in the grid allowing you to specify the SCA Other Funding Sources. Enter the source name(s) and specify the status in the appropriate fields.
8. Follow the rest of the Funding Sources steps provided under the Funding Sources section.



Sample screenshot displaying the Funding Source Management Edit Page – this is a partial screenshot

Tips

- Once you specify how many SCA Other Funding Sources there are, the text box becomes grayed out and you won't be able to change the number by typing in the text box. If you need to add another SCA Other Funding Source, click the **Add Additional SCA Other Funding Sources** link located to the right of the text box.

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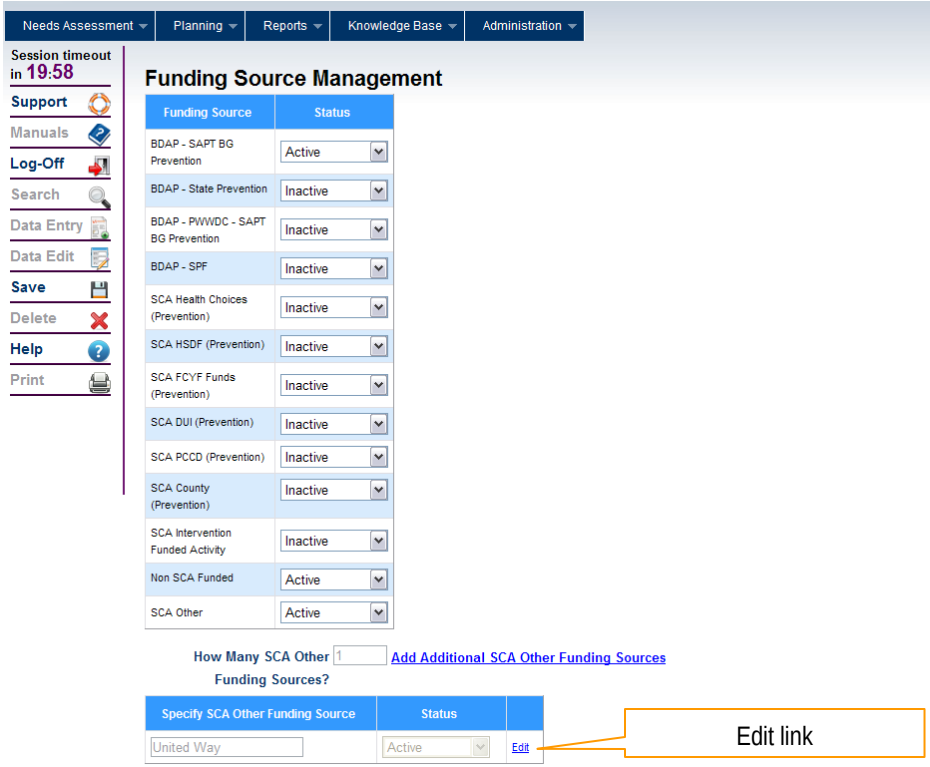
Editing Funding Sources

1. Click **Planning** from the main menu.
2. Click **Funding Sources** from the Planning submenu or Landing Page.
3. Click Data Edit (**Data Edit**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Funding Source Management page.
4. Make any changes needed to the details.
5. To edit the details of an SCA Other funding source, click the **Edit** link to the right of the appropriate funding source.
6. Click the **Update** link.
   *Note: Click the **Cancel** link if you wish to cancel the modifications.
7. If there are more than 1 SCA Other funding source, a Delete link will be available. To delete an SCA Other funding source, click the **Delete** link to the right of the appropriate funding source.
   *Note: You must have at least 1 (one) SCA Other funding Source if the SCA Other **Status** dropdown list is set to *Active*.
8. Click Save (**Save**) from the left toolbar.



Sample screenshot displaying the Funding Source Management Edit Page

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New Program Requests

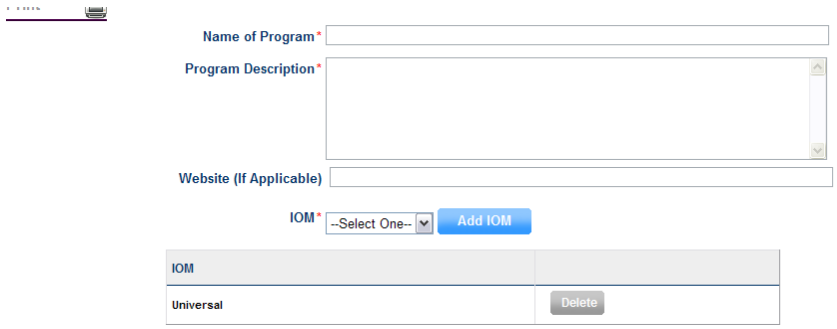
The New Program Requests module is used to submit requests for new programs that are currently not available within the Establish Programs module.

Adding a Program Request

1. Click **Planning** from the main menu.
2. Click **New Program Requests** from the Planning submenu or Landing Page.
3. To add a program request, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the New Program Requests page.
4. Select the type of program you wish to request using the **Type of Program** radio buttons.
5. If *Evidence Based Programs* is selected as the Type of Program, you will be required to select the **Organization that Recognizes the Program as Evidence Based** using the radio buttons.

Screenshot displaying the New Program Requests Edit Page – this is a partial screenshot

6. Enter the name of the program you are requesting in the **Name of Program** field.
7. Enter a brief description of the program in the **Program Description** field.
8. If applicable, enter a website address for the program in the **Website (If applicable)** field.
9. Select the IOM category or categories associated with the program from the IOM dropdown list.
10. Click the Add IOM (**Add IOM**) button. A grid appears displaying the selected IOM category(ies).
    a. To remove a selected IOM category from the program, click the Delete (**Delete**) button to the right of the appropriate IOM category.



Sample screenshot displaying the New Program Requests Edit Page – this is a partial screenshot

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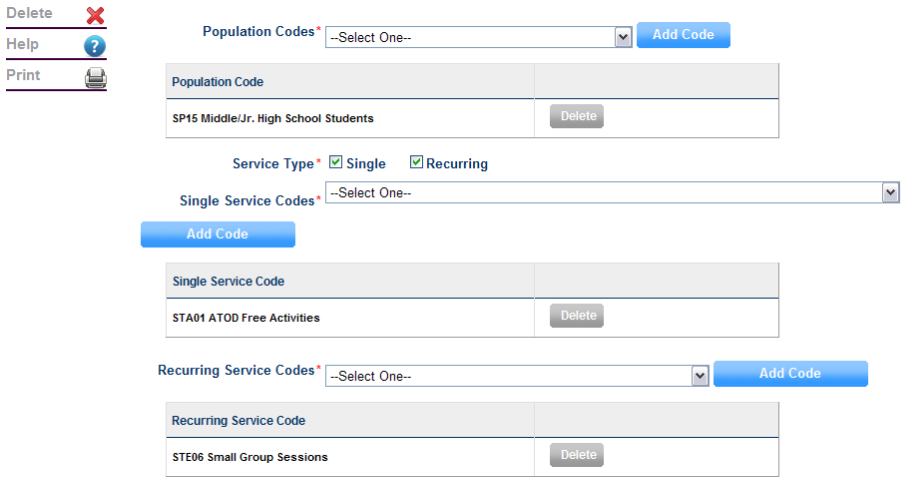
11. Select the appropriate population code(s) from the Population Codes dropdown list.
12. Click the Add Code (Add Code) button. A grid appears displaying the selected population code(s).
    a. To remove a selected population code from the program, click the Delete (Delete) button to the right of the appropriate code.
13. Select the type or types of services that will be conducted with this program using the Service Type check boxes.
14. Once you choose the Service Type, dropdown lists containing the Service Codes will appear. Select the appropriate service code(s) from the Service Codes dropdown lists.
    *Note: If only 1 (one) Service Type (Single or Recurring) is selected, only 1 (one) Service Codes dropdown list will appear.
15. Click the Add Code (Add Code) button. A grid appears displaying the selected service code(s).
    a. To remove a selected service code from the program, click the Delete (Delete) button to the right of the appropriate code.
16. Click Save (Save) from the left toolbar.



Sample screenshot displaying the New Program Requests Edit Page -this is a partial screenshot

Tips

- Remember to click the Add button after selecting an IOM category, Population Code, and Service Code.

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Request Status

The Request Status button allows the user to view the approval status of the requested program.

1. Click **Planning** from the main menu.
2. Click **New Program Requests** from the Planning submenu or Landing Page.
3. Select the Request Status (**Request Status**) button.
4. Click the Back (**Back**) button to return to the New Program Requests Edit Page.

Sample screenshot displaying the New Program Requests Request Status Page

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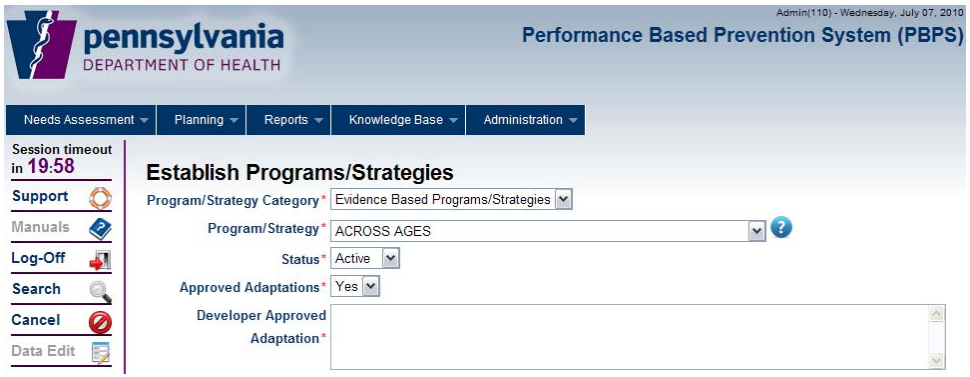
Establish Programs/Strategies

The Establish Programs/Strategies module allows you to enter the Programs and Strategies that your Providers will be implementing.

Establishing a Program/Strategy

1. Click **Planning** from the main menu.
2. Click **Establish Programs/Strategies** from the Planning submenu or Landing Page.
3. To add a program or strategy, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Establish Programs/Strategies page.
4. Select the type of program or strategy you wish to establish from the **Program/Strategy Category** dropdown list.
5. Select the program or strategy name you wish to establish from the **Program/Strategy** dropdown list. The list will be populated with different selections depending on the Program/Strategy Category selected.
6. Select the status of the program or strategy from the **Status** dropdown lists.
   a. *Active*: the program or strategy is currently being implemented
   b. *Inactive*: the program or strategy is no longer being implemented
7. If *Evidence Based Programs* was selected as the Program/Strategy Category, a new field will appear. Select whether the program has approved adaptations from the **Approved Adaptations** dropdown list.
   a. If *Yes* was selected, a new field will appear requiring that you enter the approved adaptations in the **Developer Approved Adaptation** field.



Sample screenshot displaying the Establish Program/Strategies Edit Page – this is a partial screenshot

Tips

- For details about the program or strategy selected, click the (Help) icon.

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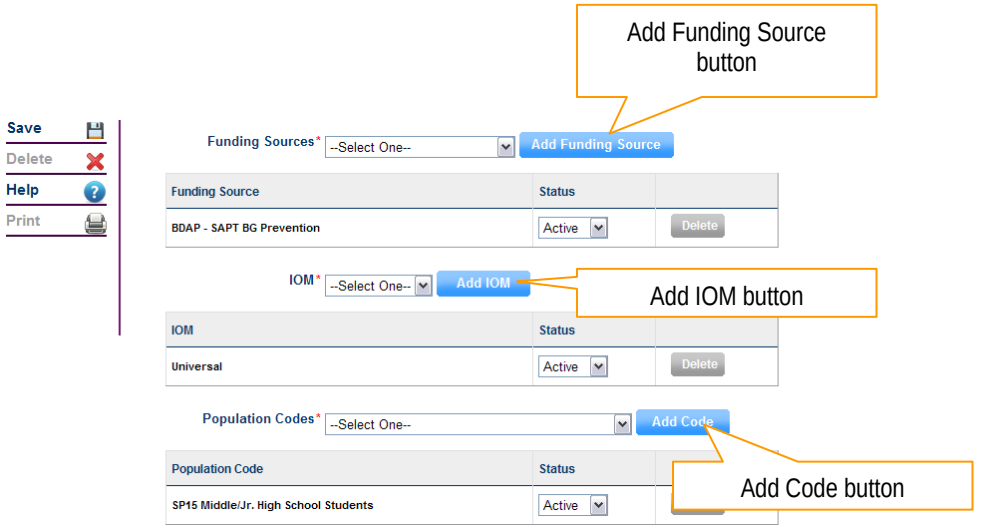
8. Select the funding source(s) associated with the program or strategy from the **Funding Sources** dropdown list.
9. Click the Add Funding Source (**Add Funding Sources**) button. A grid appears displaying the selected funding sources(s).
    a. To remove a selected funding source from the program or strategy, click the Delete (**Delete**) button to the right of the appropriate funding source.
10. Select the IOM category or categories associated with the program or strategy from the **IOM** dropdown list.
11. Click the Add IOM (**Add IOM**) button. A grid appears displaying the selected IOM category(ies).
    a. Select the status of the selected IOM category from the **Status** dropdown list.
        i. *Active*: the IOM category is currently being used for the program or strategy
        ii. *Inactive*: the IOM category is no longer being used for the program or strategy
    b. To remove a selected IOM category from the program or strategy, click the Delete (**Delete**) button to the right of the appropriate IOM category.
12. Select the appropriate population code(s) associated with the program or strategy from the **Population Codes** dropdown list.
13. Click the Add Code (**Add Code**) button. A grid appears displaying the selected population code(s).
    a. Select the status of the selected population code from the **Status** dropdown list.
        i. *Active*: the code is currently being used for the program or strategy
        ii. *Inactive*: the code is no longer being used for the program or strategy
    b. To remove a selected population code from the program or strategy, click the Delete (**Delete**) button to the right of the appropriate code.



Sample screenshot displaying the Establish Program/Strategies Edit Page – this is a partial screenshot

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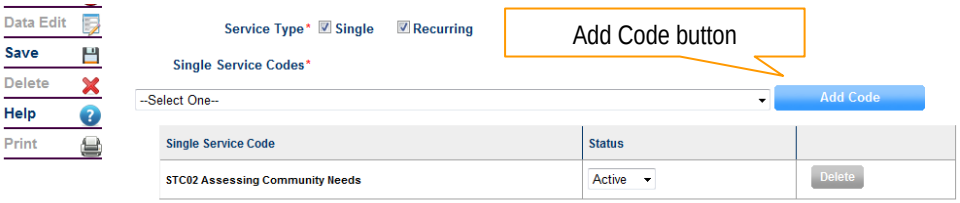
14. Select the type or types of services that will be conducted with this program using the **Service Type** check boxes.
15. If you selected Single as the Service Type, select the appropriate service code(s) associated with the program or strategy from the **Single Service Codes** dropdown lists.
16. Click the Add Code (**Add Code**) button. A grid appears displaying the selected service code(s).
    a. Select the status of the selected service code from the **Status** dropdown list.
        i. *Active*: the code is currently being used for the program or strategy
        ii. *Inactive*: the code is no longer being used for the program or strategy
    b. To remove a selected service code from the program or strategy, click the Delete (**Delete**) button to the right of the appropriate code.



Sample screenshot displaying the Establish Program/Strategies Edit Page – this is a partial screenshot

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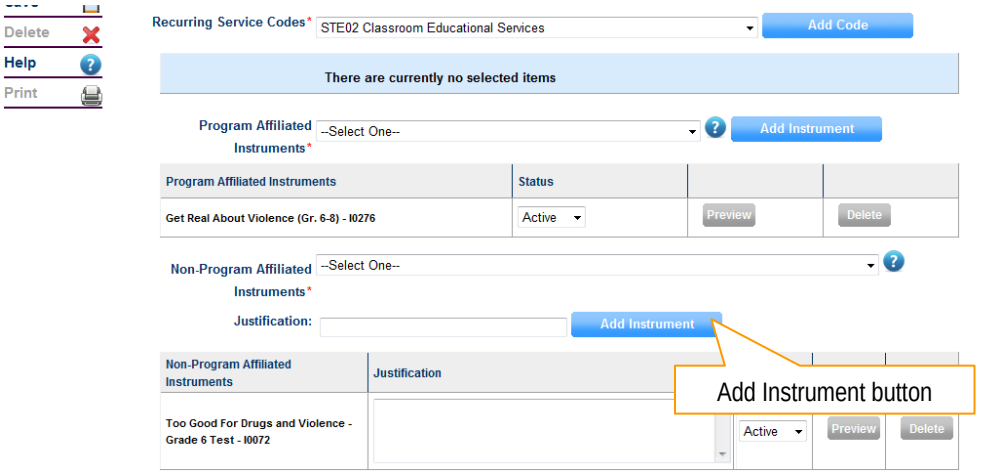
17. If you selected Recurring as the Service Type, select the appropriate service code(s) associated with the program or strategy from the **Recurring Service Codes** dropdown lists.
18. Repeat Step 16 to add or remove the service code, or change its status.
19. If applicable, select the appropriate recurring instrument(s) affiliated with the program from the **Program Affiliated Instruments** dropdown list.
    *Note: If there are no programs affiliated instruments available for the selected program/strategy, the dropdown list will be grayed out.
20. Click the Add Instrument (**Add Instrument**) button. A grid appears displaying the selected instrument(s).
    a. Select the status of the selected recurring instrument from the **Status** dropdown list.
        i. *Active*: the instrument is currently being used for the program or strategy
        ii. *Inactive*: the instrument is no longer being used for the program or strategy
    b. To view a sample of the instrument you have selected, click the Preview (**Preview**) button to the right of the appropriate instrument.
    c. To remove a selected recurring instrument from the program or strategy, click the Delete (**Delete**) button to the right of the appropriate instrument.
21. If applicable, select the appropriate recurring instrument(s) not affiliated with the program from the **Non-Program Affiliated Instruments** dropdown list.
    *Note: If there are no non-program affiliated instruments available for the selected program/strategy, the dropdown list will be grayed out.
    a. If desired, enter the reason you are adding this instrument in the **Justification** field.
    b. Repeat Step 20 to add, set the status of, preview, or delete the added instrument.



Sample screenshot displaying the Establish Program/Strategies Edit Page – this is a partial screenshot

Tips

- To print a copy of the recurring instrument (pre/post/follow-up test) selected, click the (Help) icon.

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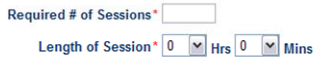
22. Enter the number of sessions the program or strategy should have in the **Required # of Sessions** field.
23. Enter the length each session should be in the **Length of Session** fields using the **Hrs.** and **Mins.** dropdown lists.
24. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the entry.



Screenshot displaying the Establish Program/Strategies Edit Page – this is a partial screenshot

Tips

- Remember to click the Add button after selecting a Funding Source, IOM category, Population Code, and Service Code.

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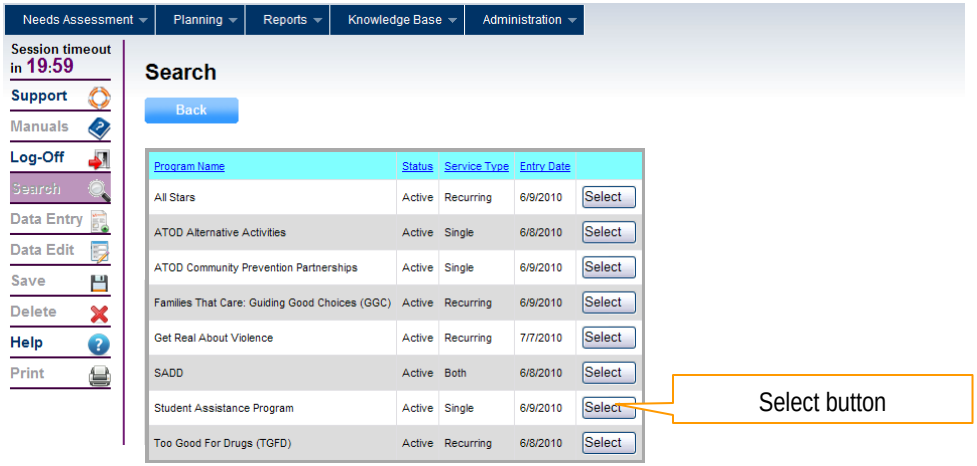
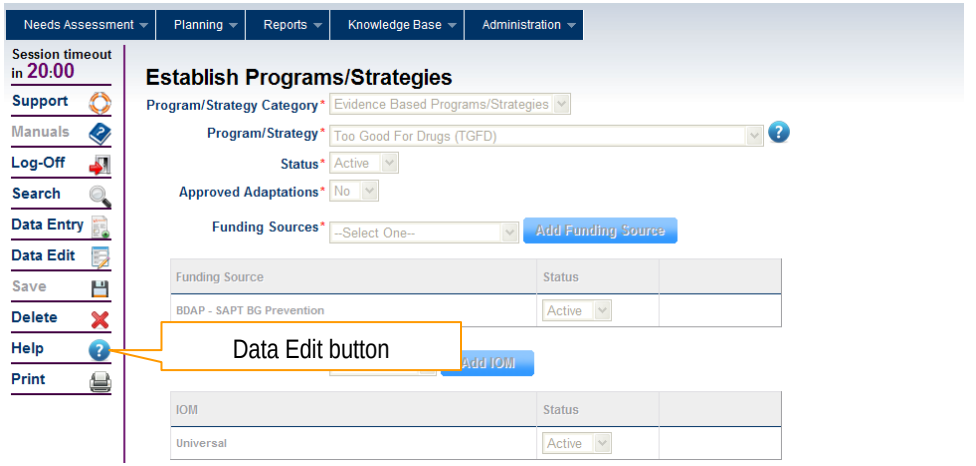
Editing an Established Program/Strategy

1. Click **Planning** from the main menu.
2. Click **Establish Programs/Strategies** from the Planning submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Establish Programs/Strategies Edit Page, click the Back (**Back**) button.



Sample screenshot displaying the Establish Program/Strategies Search Page

4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Make any changes needed to the details.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Establish Program/Strategies Page – this is a partial screenshot

Tips

- Please note that the Program/Strategy Category and Program/Strategy fields cannot be modified once saved.

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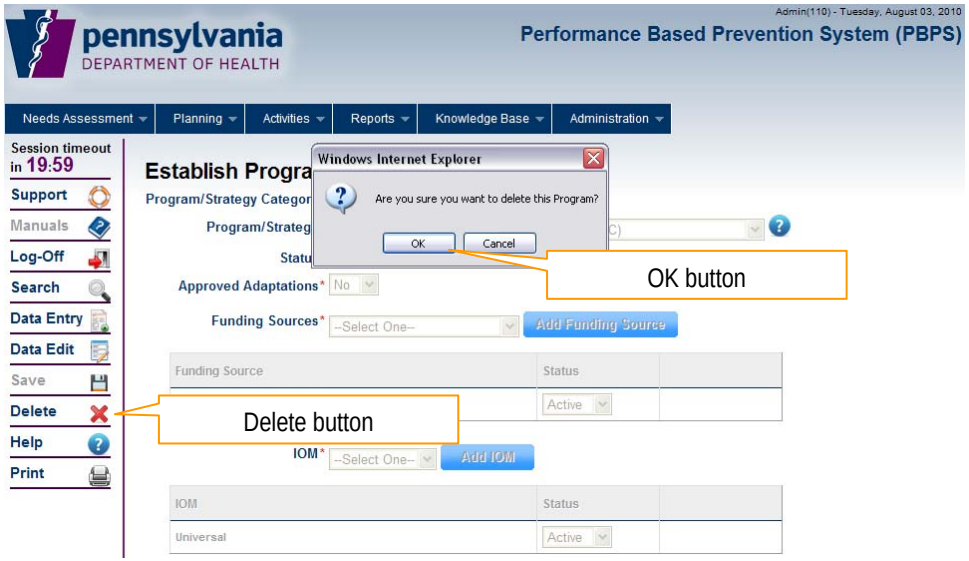
Deleting an Established Program/Strategy

1. Click **Planning** from the main menu.
2. Click **Establish Programs/Strategies** from the Planning submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.
    b. Click the Back (**Back**) button to return to the Establish Programs/Strategies Edit Page
4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Establish Program/Strategies Page -this is a partial screenshot

Tips

- Please note that you will not be able to delete a program if it is being used by an Implementation Plan.

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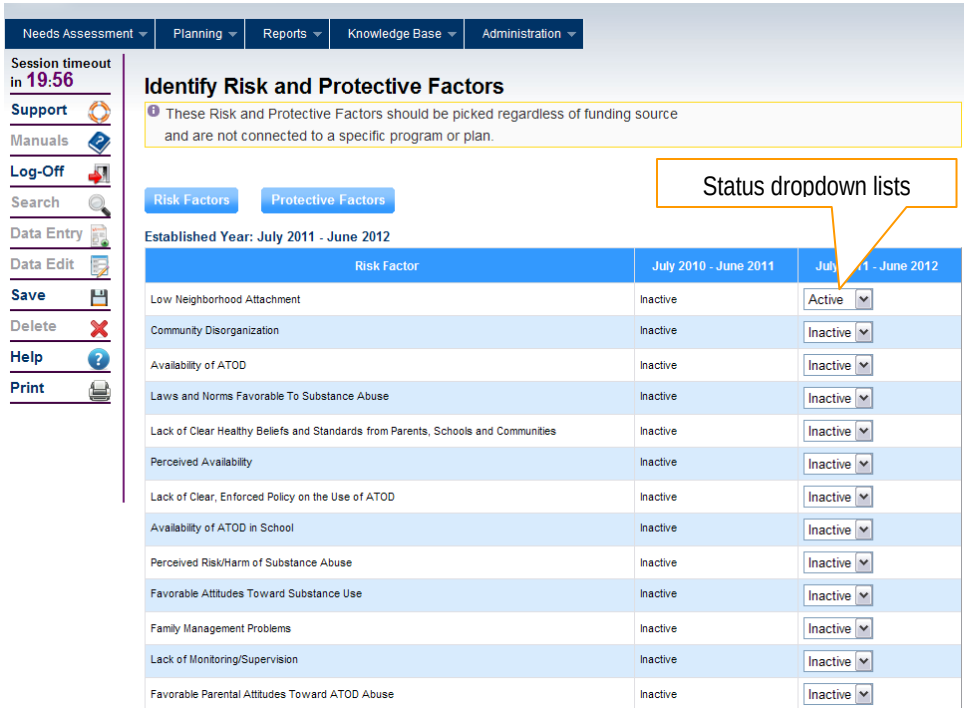
Risk and Protective Factors

The Risk and Protective Factors module allows you to identify the Risk Factors that your Providers should be targeting and the Protective Factors to counteract those Risk Factors.

Updating Risk and Protective Factors

1. Click **Planning** from the main menu.
2. Click **Risk and Protective Factors** from the Planning submenu or Landing Page.
3. Click the appropriate Factor button (Risk Factors **Risk Factors** or Protective Factors **Protective Factors**) for the Factors list you wish to edit.
   *Note: When accessing the Risk and Protective Factors module, the Risk Factors Listing Page is displayed by default.
4. Select the status to the right of the Risk or Protective Factor that will be targeted from the **Status** dropdown list.
   a. *Active*: the factor is currently being used
   b. *Inactive*: the factor is no longer being used
5. Click Save (**Save**) from the left toolbar.



Sample screenshot displaying the Identify Risk and Protective Factors Edit Page

Tips

- The list of Risk Factors is the default view when first entering the Risk and Protective Factors page.
- The columns to the right of each Factor represent the previous Fiscal Year and the current Fiscal Year. The previous Fiscal Year's Factors will not be editable.
- When switching between the two buttons (**Risk Factors** and **Protective Factors**) any data that has been entered will be retained.

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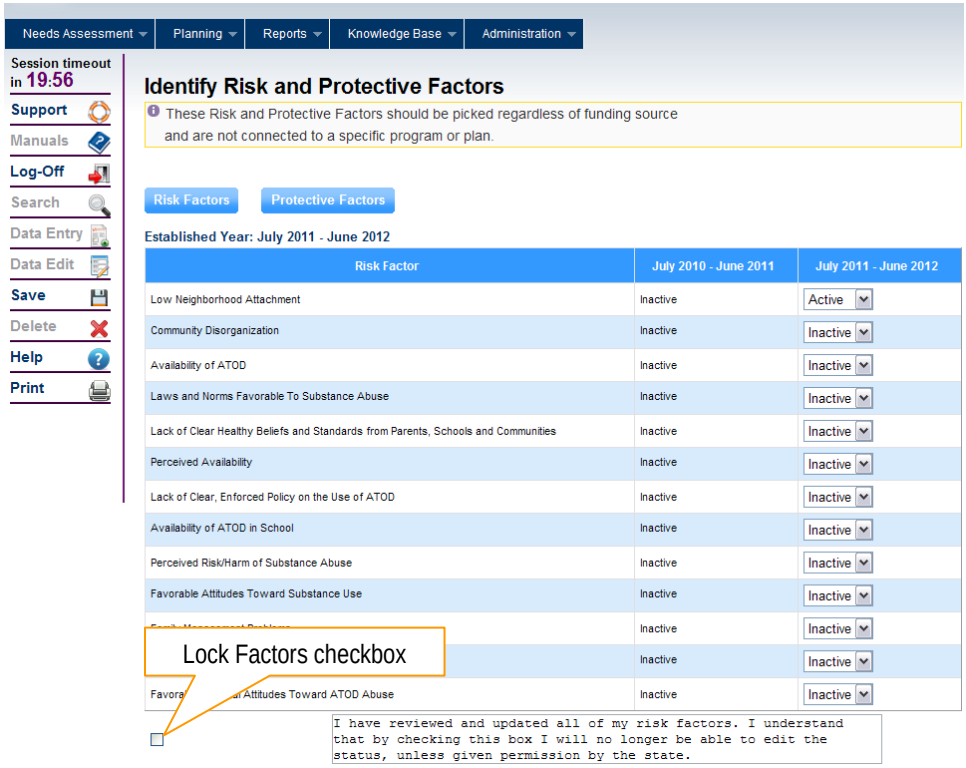
Locking Risk and Protective Factors

Locking Risk and Protective Factors consists of locking the selected Factors for the fiscal year. Once locked, they cannot be edited.

1. Review the information box at the bottom of the page. By locking your Factors, you must agree that you have reviewed and updated all of your relevant factors.
2. Click the checkbox to the left of the information box, indicating that the Risk or Protective Factors have been updated and verified.
    a. A message will appear asking if you are sure. Click the OK (OK) button to continue locking the Factors or click the Cancel (Cancel) button to cancel the action.
    b. A message appears confirming that the Factors have been locked.


Needs Assessment
Planning
Reports
Knowledge Base
Administration
Session timeout in 19:56
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Identify Risk and Protective Factors
These Risk and Protective Factors should be picked regardless of funding source and are not connected to a specific program or plan.
Risk Factors
Protective Factors
Established Year: July 2011 - June 2012
Risk Factor
July 2010 - June 2011
July 2011 - June 2012
Low Neighborhood Attachment
Community Disorganization
Availability of ATOD
Laws and Norms Favorable To Substance Abuse
Lack of Clear Healthy Beliefs and Standards from Parents, Schools and Communities
Perceived Availability
Lack of Clear, Enforced Policy on the Use of ATOD
Availability of ATOD in School
Perceived Risk/Harm of Substance Abuse
Favorable Attitudes Toward Substance Use
Lock Factors checkbox
I have reviewed and updated all of my risk factors. I understand that by checking this box I will no longer be able to edit the status, unless given permission by the state.

Sample screenshot displaying the Identify Risk and Protective Factors Edit Page

Tips

- Once the Factors are locked, you will no longer be able to edit the Status of each Factor. If you need to modify your factors after they have been locked, contact DDAP.
- You will have to lock the Risk and Protective Factors individually.

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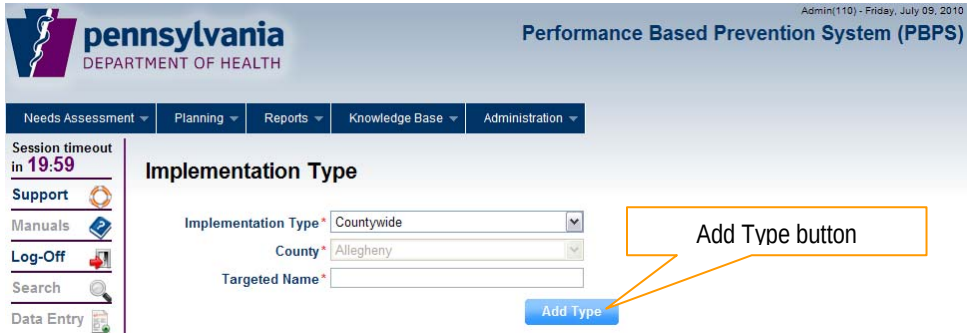
Implementation Type

The Implementation Type module allows you to enter the geographic areas that will be targeted by the programs conducted by your Providers.

Adding an Implementation Type

1. Click **Planning** from the main menu.
2. Click **Implementation Type** from the Planning submenu or Landing Page.
3. Select the type of geographic area that will be served from the **Implementation Type** dropdown list.
4. The **County** dropdown list will be populated for you based on the Implementation Type selected.
5. Enter a brief description of the area to identify it by in the **Targeted Name** field.
   *Note: If *Out of County/State* or *Non Targeted and/or Non SCA Funded* were selected as the Implementation Type, the Targeted Name will be populated for you.
6. Click the Add Type (**Add Type**) button.



Screenshot displaying the Implementation Type Edit Page

Tips

- Only one "*Out of County/State*" and one "*Non Targeted/Non SCA Funded*" Implementation Type can be chosen for each county.

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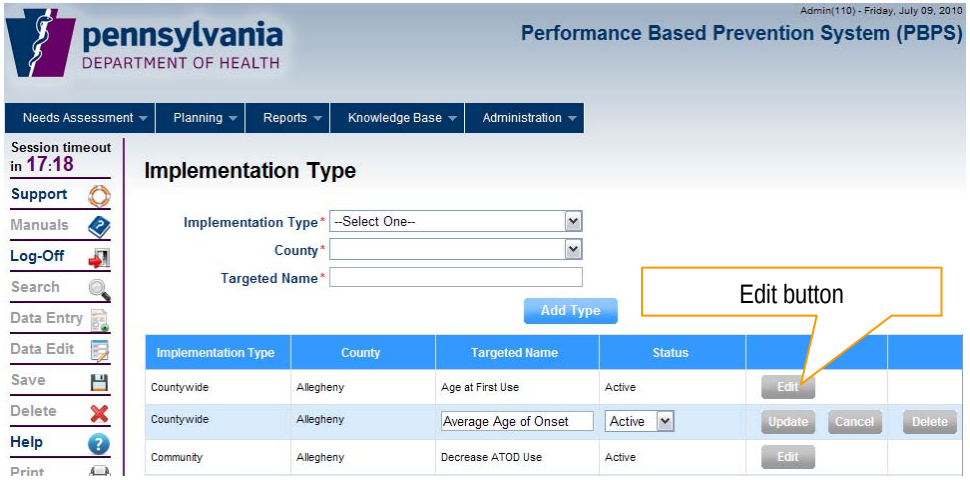
Editing an Implementation Type

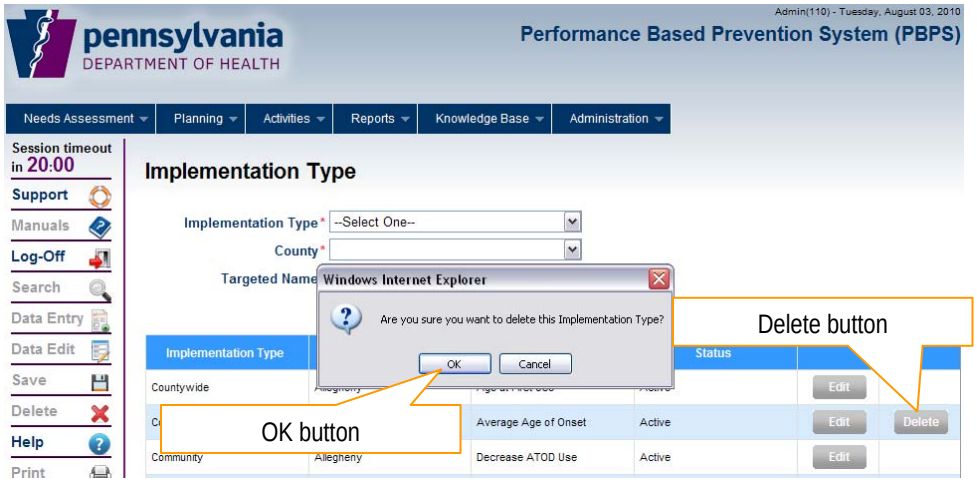
1. Click **Planning** from the main menu.
2. Click **Implementation Type** from the Planning submenu or Landing Page.
3. Click the Edit (**Edit**) button to the right of the Implementation Type you wish to edit.
4. Make any changes needed to the details.
5. Select the status to the right of the appropriate Implementation Type from the **Status** dropdown list.
    a. *Active*: the type is currently being used
    b. *Inactive*: the type is no longer being used
6. Click the Update (**Update**) button.
   *Note: Click the Cancel (**Cancel**) button if you wish to cancel the changes.



Sample screenshot displaying the Implementation Type Edit Page

Deleting an Implementation Type

1. Click **Planning** from the main menu.
2. Click **Implementation Type** from the Planning submenu or Landing Page.
3. Click the Delete (**Delete**) button to the right of the Implementation Type you wish to delete.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.



Sample screenshot displaying the Implementation Type Edit Page

Tips

- You will not be able to delete an Implementation Type if it is being used by an Implementation Plan. In these cases, the Delete (**Delete**) button will not be displayed. You can change the Status of the Implementation Type to *Inactive* instead.

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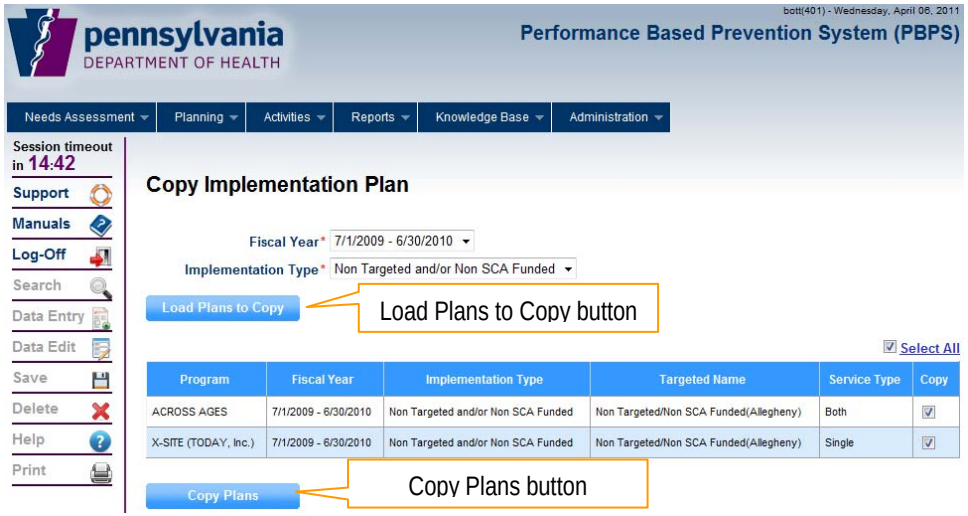
Copy Implementation Plan

The Copy Implementation Plan module allows you to copy Implementation Plans from previous fiscal years to the current planning year.

1. Click **Planning** from the main menu.
2. Click **Copy Implementation Plan** from the Planning submenu or Landing Page.
3. Select the fiscal year in which the implementation plan was originally created from the **Fiscal Year** dropdown list.
4. Select the geographical area associated with the plan from the **Implementation Type** dropdown list.
5. Click the Load Plans to Copy (**Load Plans to Copy**) button. A grid appears displaying that fiscal year's approved implementation plans.
6. Select the implementation plans that you wish to copy by clicking the appropriate checkboxes in the **Copy** column.

   *Note: Click the **Select All** checkbox to select or deselect all implementation plans to copy.
7. Click the Copy Plans (**Copy Plans**) button.
   a. A message appears confirming that the implementation plan(s) have been copied. They will now appear on the Implementation Plan page for the current planning year.



Sample screenshot displaying the Copy Implementation Plan page

Tips

- The **Fiscal Year**, **Status**, and **Entry Date** of the plan will automatically update when the plans are copied to the current planning year. Entry Date is set to the date the plan was copied.
- The copied plan is no longer in ***Approved*** **Status**. You must resubmit the Implementation Plan for approval. Please see the Submitting an Implementation Plan section for instructions on submitting the copied Implementation Plan.

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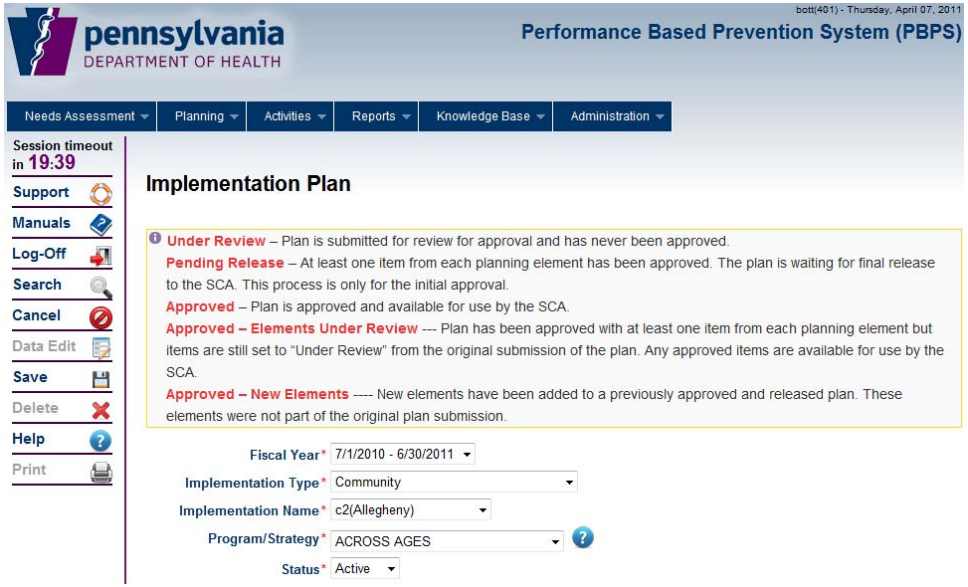
Implementation Plan

The Implementation Plan module allows you to add specific details about the types of services your Providers are conducting with their programs and strategies.

Adding an Implementation Plan

1. Click **Planning** from the main menu.
2. Click **Implementation Plan** from the Planning submenu or Landing Page.
3. To add an Implementation Plan, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Implementation Plan page.
4. Select the fiscal year in which the plan will be conducted from the **Fiscal Year** dropdown list.
5. Select the geographical area associated with the plan from the **Implementation Type** dropdown list.
6. Select the desired name from the **Implementation Name** dropdown list.
   *Note: The options listed are the names entered or chosen in the Implementation Type module. If there is only one (1) Implementation Name available in the dropdown list, it will automatically be selected for you.
7. Select the program or strategy name this plan is associated with from the **Program/Strategy** dropdown list.
   *Note: The options listed are the names entered or chosen in the Establish Programs/Strategies module. If there is only one (1) Program available in the dropdown list, it will automatically be selected for you.
8. Select the status of plan from the **Status** dropdown lists.
   a. *Active*: the plan is currently being implemented
   b. *Inactive*: the plan is no longer being implemented


bott(401) - Thursday, April 07, 2011
pennsylvania
DEPARTMENT OF HEALTH
Performance Based Prevention System (PBPS)
Needs Assessment
Planning
Activities
Reports
Knowledge Base
Administration
Session timeout in 19:39
Support
Manuals
Log-Off
Search
Cancel
Data Edit
Save
Delete
Help
Print
Implementation Plan
Under Review – Plan is submitted for review for approval and has never been approved.
Pending Release – At least one item from each planning element has been approved. The plan is waiting for final release to the SCA. This process is only for the initial approval.
Approved – Plan is approved and available for use by the SCA.
Approved – Elements Under Review --- Plan has been approved with at least one item from each planning element but items are still set to "Under Review" from the original submission of the plan. Any approved items are available for use by the SCA.
Approved – New Elements ---- New elements have been added to a previously approved and released plan. These elements were not part of the original plan submission.
Fiscal Year* 7/1/2010 - 6/30/2011
Implementation Type* Community
Implementation Name* c2(Allegheny)
Program/Strategy* ACROSS AGES
Status* Active

Sample screenshot displaying the Implementation Plan Edit Page – this is a partial screenshot

Tips

- For details about the program or strategy selected, click the (Help) icon.

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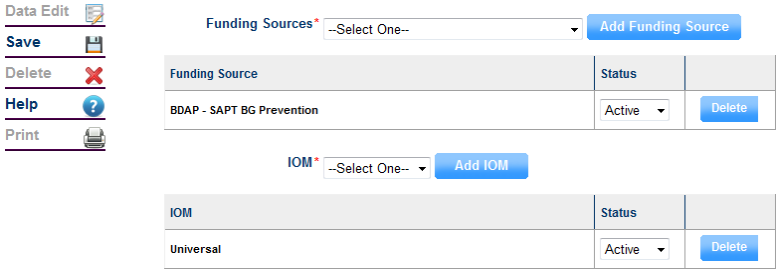
9. Select the funding source(s) associated with the plan from the **Funding Sources** dropdown list.
   *Note: The options listed are the names entered or chosen in the Establish Programs/Strategies module. If there is only one (1) Funding Source available, it will automatically be selected for you.
10. Click the Add Funding Source (**Add Funding Sources**) button. A grid appears displaying the selected funding sources(s).
    a. Select the status of the selected funding source from the **Status** dropdown list.
       i. *Active*: the funding source is currently being used for the plan
       ii. *Inactive*: the funding source is no longer being used for the plan
    b. To remove a selected funding source from the plan, click the Delete (**Delete**) button to the right of the appropriate funding source.
11. Select the IOM category or categories associated with the plan from the IOM dropdown list.
    *Note: The options listed are the names entered or chosen in the Establish Programs/Strategies module. If there is only one (1) IOM available, it will automatically be selected for you.
12. Click the Add IOM (**Add IOM**) button. A grid appears displaying the selected IOM category(ies).
    a. Select the status of the selected IOM category from the **Status** dropdown list.
       i. *Active*: the IOM category is currently being used for the plan
       ii. *Inactive*: the IOM category is no longer being used for the plan
    b. To remove a selected IOM category from the plan, click the Delete (**Delete**) button to the right of the appropriate IOM category.



Sample screenshot displaying the Implementation Plan Edit Page – this is a partial screenshot

Tips

- Remember to click the Add button after selecting a Funding Source, IOM category, Population Code, and Service Code.

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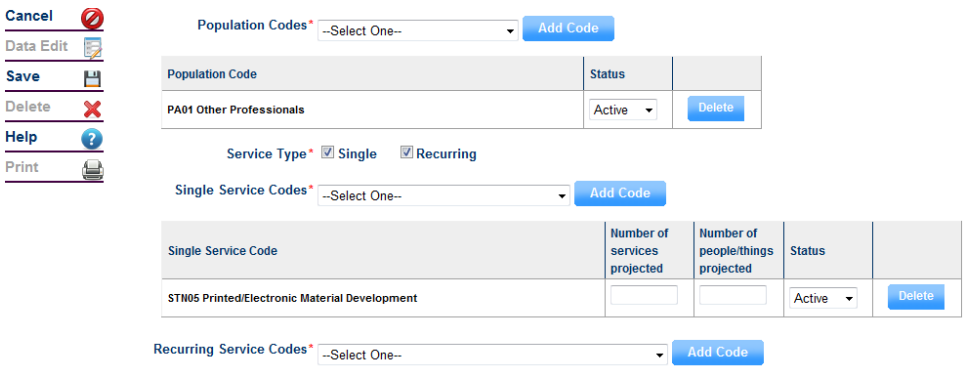
13. Select the appropriate population code(s) associated with the plan from the **Population Codes** dropdown list.

    *Note: The options listed are the names entered or chosen in the Establish Programs/Strategies module. If there is only one (1) Population Code available, it will automatically be selected for you

14. Click the Add Code (**Add Code**) button. A grid appears displaying the selected population code(s).
    a. Select the status of the selected population code from the **Status** dropdown list.
        i. *Active*: the code is currently being used for the plan
        ii. *Inactive*: the code is no longer being used for the plan
    b. To remove a selected population code from the plan, click the Delete (**Delete**) button to the right of the appropriate code.
15. Select the type or types of services that will be conducted with this plan using the **Service Type** check boxes.
16. Once you choose the Service Type, dropdown lists containing the Service Codes will appear. Select the appropriate service code(s) associated with the plan from the **Service Codes** dropdown lists.

    *Note: If only 1 (one) Service Type (Single or Recurring) is selected, only 1 (one) Service Codes dropdown list will appear. The options listed are the names entered or chosen in the Establish Programs/Strategies module. If there is only one (1) Service Code available, it will automatically be selected for you.

17. Click the Add Code (**Add Code**) button. A grid appears displaying the selected service code(s).
    a. Select the status of the selected service code from the **Status** dropdown list.
        i. *Active*: the code is currently being used for the plan
        ii. *Inactive*: the code is no longer being used for the plan
    b. To remove a selected service code from the plan, click the Delete (**Delete**) button to the right of the appropriate code.
18. If you selected *Single* as the Service Type, specify the **Number of services projected** and the **Number of people/things projected** in the appropriate fields for each service code.



Sample screenshot displaying the Implementation Plan Edit Page – this is a partial screenshot

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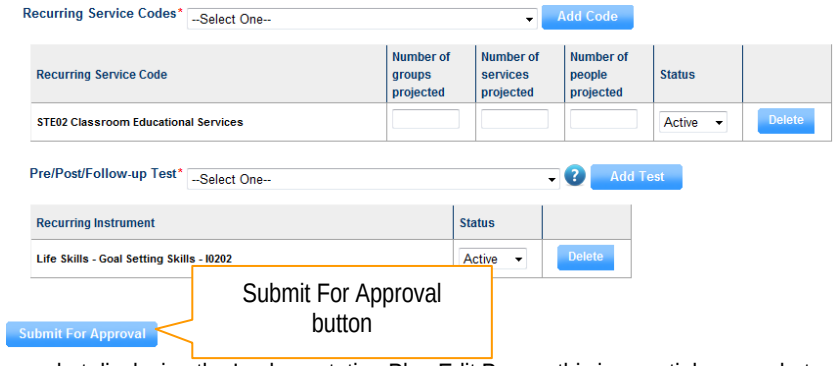
19. If you selected *Recurring* as the Service Type, specify the **Number of groups projected**, **Number of services projected**, and the **Number of people projected** in the appropriate fields for each service code.
20. If you selected *Recurring* as the Service Type, select the appropriate recurring instrument(s) associated with the plan from the **Pre/Post/Follow-up Test** dropdown list.
    *Note: The options listed are the names entered or chosen in the Establish Programs/Strategies module. If there is only one (1) instrument available, it will automatically be selected for you.
21. Click the Add Test (**Add Test**) button. A grid appears displaying the selected instrument(s).
    a. Select the status of the selected recurring instrument from the **Status** dropdown list.
        i. *Active*: the instrument is currently being used for the plan
        ii. *Inactive*: the instrument is no longer being used for the plan
    b. To remove a selected recurring instrument from the plan, click the Delete (**Delete**) button to the right of the appropriate instrument.
22. Click the Submit For Approval (**Submit For Approval**) button to submit the Plan for approval.
    *Note: If you are not ready to submit the plan for approval, skip this step. Once you are ready to submit the plan, see the Editing an Implementation Plan instructions to submit the plan.
23. Click Save (**Save**) from the left toolbar to save the plan.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the entry.



Sample screenshot displaying the Implementation Plan Edit Page – this is a partial screenshot

Tips

- To print a copy of the recurring instrument (pre/post/follow-up test) selected, click the (Help) icon prior to clicking the Add button. Otherwise, the instrument can be found under Reports.
- You will not be able to enter an Implementation Plan until your Risk and Protective Factors have been updated and verified.

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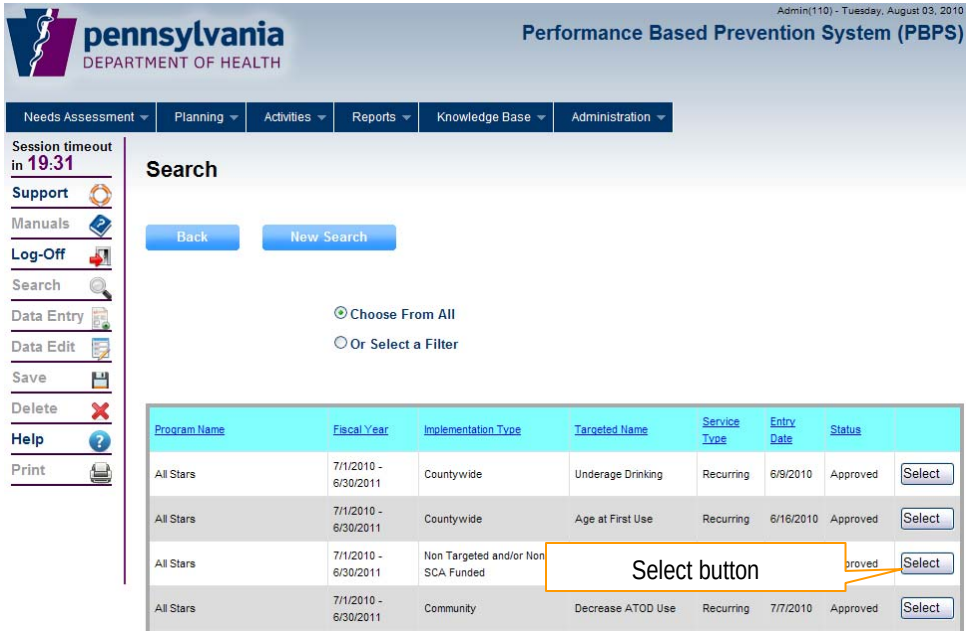
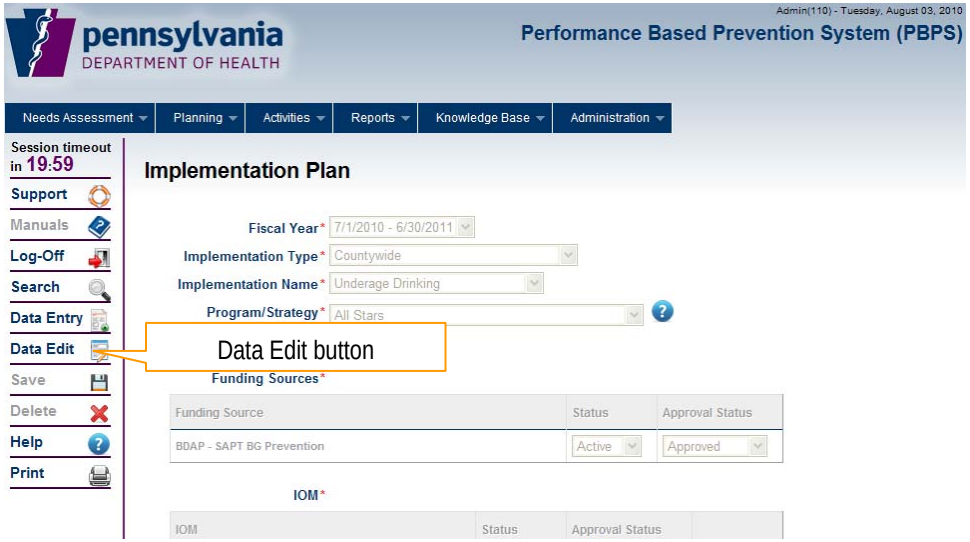
Editing an Implementation Plan

1. Click **Planning** from the main menu.
2. Click **Implementation Plan** from the Planning submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Implementation Plan Edit Page, click the Back (**Back**) button.



Sample screenshot displaying the Implementation Plan Search Page – this is a partial screenshot

4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Make any changes needed to the details.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Implementation Plan Page – this is a partial screenshot

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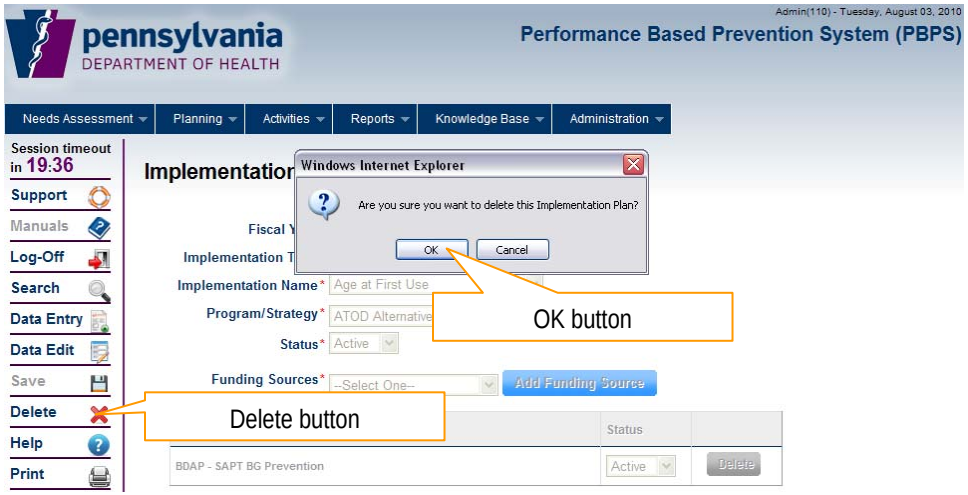
Tips

- Please note that once a portion of the Implementation Plan has been approved you will not be able to modify that section. For example, if three (3) Service Codes are selected and approved for a plan, you will not be able to remove one (1) of the approved Service Codes. You can, however, modify its Status.
- If additional Funding Sources, IOM Categories, Population Codes, or Service Codes need added to the Implementation Plan and there is no dropdown list available with options, please see the Editing an Established Program/Strategy section to add the additional codes to the program first. Then, return to the Implementation Plan to add the additional codes to the plan.

Deleting an Implementation Plan

1. Click **Planning** from the main menu.
2. Click **Implementation Plan** from the Planning submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.
    b. Click the Back (**Back**) button to return to the Implementation Plan Edit Page
4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Implementation Plan Page – this is a partial screenshot

Tips

- Please note that you will not be able to delete an Implementation Plan if it has been submitted or is approved by DDAP.

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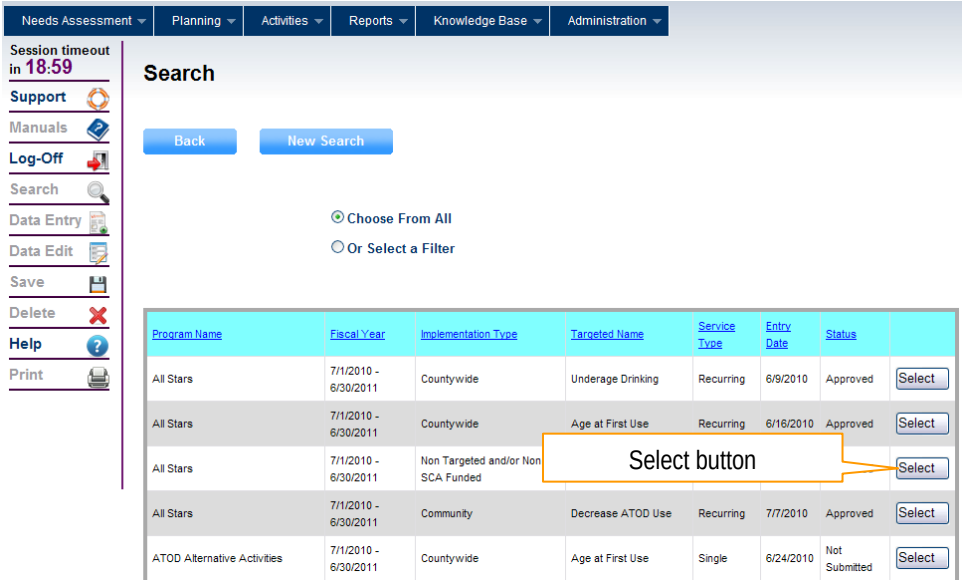
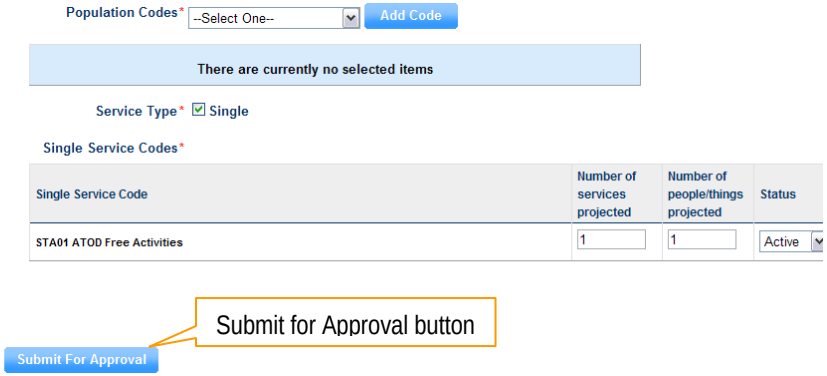
Submitting an Implementation Plan

1. Click **Planning** from the main menu.
2. Click **Implementation Plan** from the Planning submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the plan you wish to submit.
   a. Click the Select (**Select**) button to the right of the plan you wish to submit.
      *Note: Review the **Status** column for a Plan that is *Not Submitted*.
   b. If you need to return to the Implementation Plan Edit Page, click the Back (**Back**) button.
4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Click the Submit For Approval (**Submit For Approval**) button to submit the Plan for approval.



Sample screenshot displaying the Implementation Plan Search Page – this is a partial screenshot



Sample Screenshot displaying the Implementation Plan Edit Page – this is a partial screenshot

Tips

- The **Status** column on the Search page will inform you whether or not the Plan has been *Submitted* or *Approved* by DDAP.

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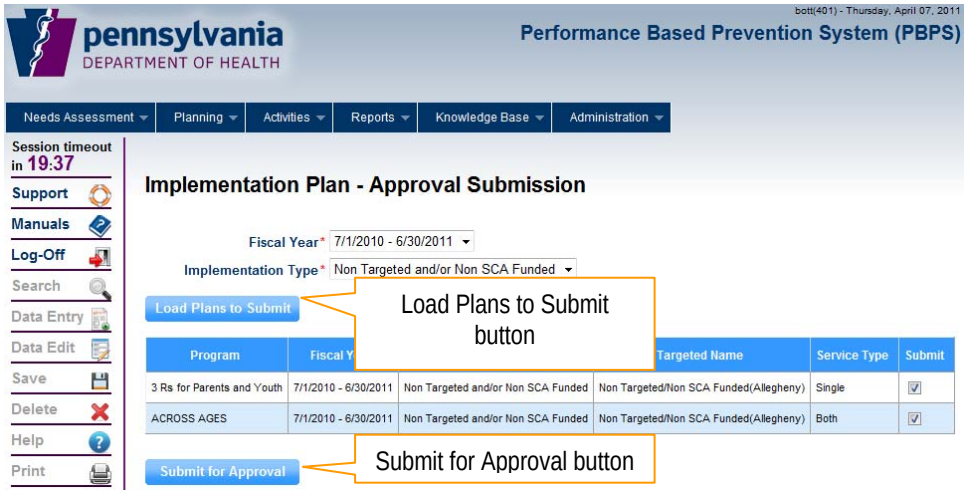
Implementation Plan – Approval Submission

The Implementation Plan – Approval Submission module allows you to submit multiple Implementation Plans at one time.

1. Click **Planning** from the main menu.
2. Click **Implementation Plan – Approval Submission** from the Planning submenu or Landing Page.
3. Select the fiscal year in which the plan will be conducted from the **Fiscal Year** dropdown list.
4. Select the geographical area associated with the plan from the **Implementation Type** dropdown list.
5. Click the Load Plans to Submit (**Load Plans to Submit**) button. A grid appears displaying the appropriate implementation plans.
6. Select the Implementation Plans that you wish to submit by clicking the appropriate checkboxes in the **Submit** column.
   *Note: All Implementation Plans are checked off for submission by default.
7. Click the Submit for Approval (**Submit for Approval**) button.
   a. A message appears confirming that the implementation plans were submitted.



Sample screenshot displaying the Implementation Plan – Approval Submission page

Tips

- Implementation Plans cannot be created or edited on this page, they can only be submitted. To create an Implementation Plan, please see the Implementation Plan section.
- An Implementation Plan must be created and saved or not approved for it to appear on this page.

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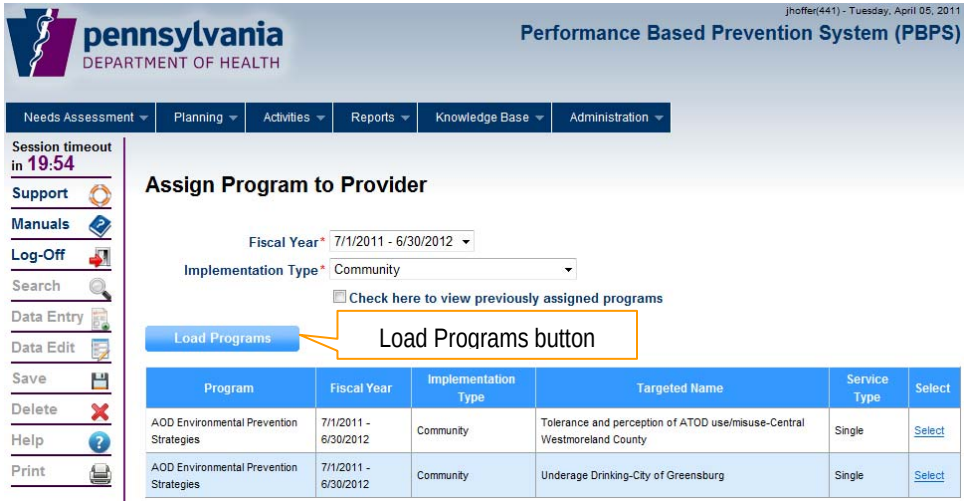
Assign Program To Provider

The Assign Program To Provider module allows you to assign approved programs to providers. The Implementation Plans and Providers must be approved by DDAP before assigning a program to a provider.

Assigning a Program to a Provider

1. Click **Planning** from the main menu.
2. Click **Assign Program To Provider** from the Planning submenu or Landing Page.
3. To assign a program to a provider, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Assign Program To Provider page.
4. Select the fiscal year in which the program will be assigned from the **Fiscal Year** dropdown list.
5. Select the geographical area associated with the plan from the **Implementation Type** dropdown list.
6. Click the Load Programs (**Load Programs**) button. A grid appears displaying a list of Implementation Plans.
7. Click the Select (**Select**) link to the right of the program name you wish to assign.



Sample screenshot displaying the Assign Program To Provider Listing Page

Tips

- Click the **Check here to view previously assigned programs** check box to load Implementation Plans that have already been assigned to a provider.
  *Note: Use this step if you want to check if an Implementation Plan has already been assigned to a provider.
- Using the **Check here to view previously assigned programs** check box will load those programs previously assigned and may be selected to view and make changes.

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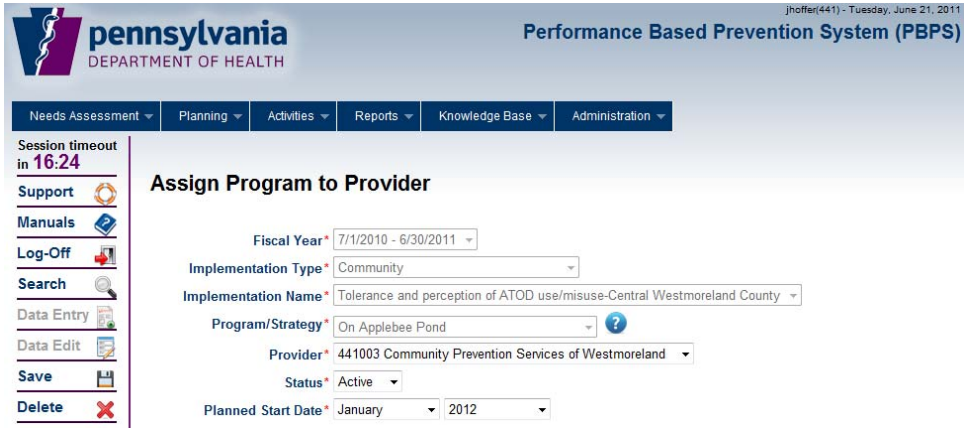
8. The Fiscal Year, Implementation Type, Implementation Name, and Program/Strategy will already be selected for you.
9. Select the provider you want to assign the program to from the Provider dropdown list.
10. Select the status of the program from the Status dropdown list.
    a. *Active*: the program is currently being used by the provider
    b. *Inactive*: the program is no longer being used by the provider
11. Select the month and year the provider plans on beginning this program from the Planned Start Date* dropdown lists.



Sample screenshot displaying the Assign Program To Provider Edit Page – this is a partial screenshot

Tips

- For details about the program or strategy selected, click the (Help) icon.

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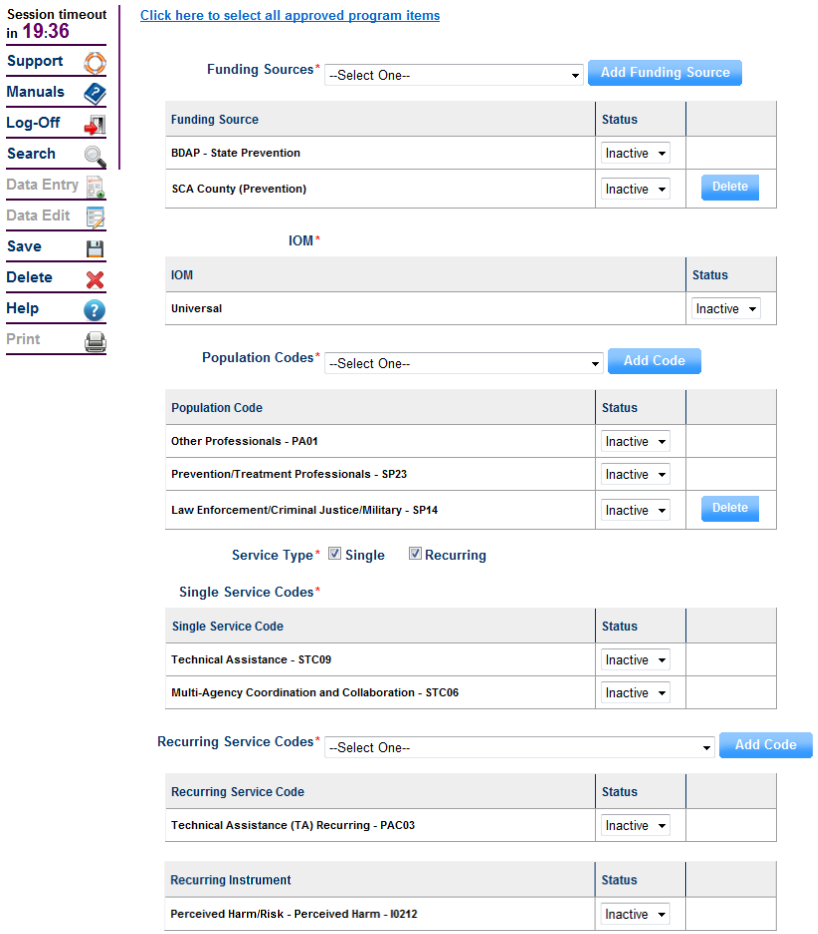
12. Click the Click here to select all approved program items link to add all of the available Funding Sources, IOM Categories, Population Codes, Services Codes and Instruments to the Provider's Program.
13. If you do not wish to select all available Funding Sources, IOM Categories, Population Codes, Services Codes and Instruments, select the appropriate details from the dropdown lists and click the corresponding Add (Add) button.
    *Note: The options listed in the dropdown lists are the names entered or chosen in the Implementation Plan module. If there is only one (1) option available, it will automatically be selected for you.
    a. A grid appears displaying the selected option(s).
        i. Select the status of the selected option from the Status dropdown list.
            a). *Active*: the option is currently being used by the provider
            b). *Inactive*: the option is no longer being used by the provider
        ii. To remove a selected option from the provider, click the Delete (Delete) button to the right of the appropriate option.
            *Note: If only one (1) option is available, or if the option has been used to implement a service, the Delete (Delete) button will not be available.
14. Click Save (Save) from the left toolbar to save the plan.
    *Note: Click Cancel (Cancel) from the left toolbar if you wish to cancel the entry.


Session timeout in 19:36
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Click here to select all approved program items
Funding Sources* --Select One-- Add Funding Source
Funding Source | Status
BDAP - State Prevention | Inactive
SCA County (Prevention) | Inactive | Delete
IOM*
IOM | Status
Universal | Inactive
Population Codes* --Select One-- Add Code
Population Code | Status
Other Professionals - PA01 | Inactive
Prevention/Treatment Professionals - SP23 | Inactive
Law Enforcement/Criminal Justice/Military - SP14 | Inactive | Delete
Service Type* Single Recurring
Single Service Codes*
Single Service Code | Status
Technical Assistance - STC09 | Inactive
Multi-Agency Coordination and Collaboration - STC06 | Inactive
Recurring Service Codes* --Select One-- Add Code
Recurring Service Code | Status
Technical Assistance (TA) Recurring - PAC03 | Inactive
Recurring Instrument | Status
Perceived Harm/Risk - Perceived Harm - I0212 | Inactive
Sample screenshot displaying the Assign Program To Provider Edit Page – this is a partial screenshot

Tips

- Remember to click the Add button after selecting a Funding Source, IOM category, Population Code, and Service Code.

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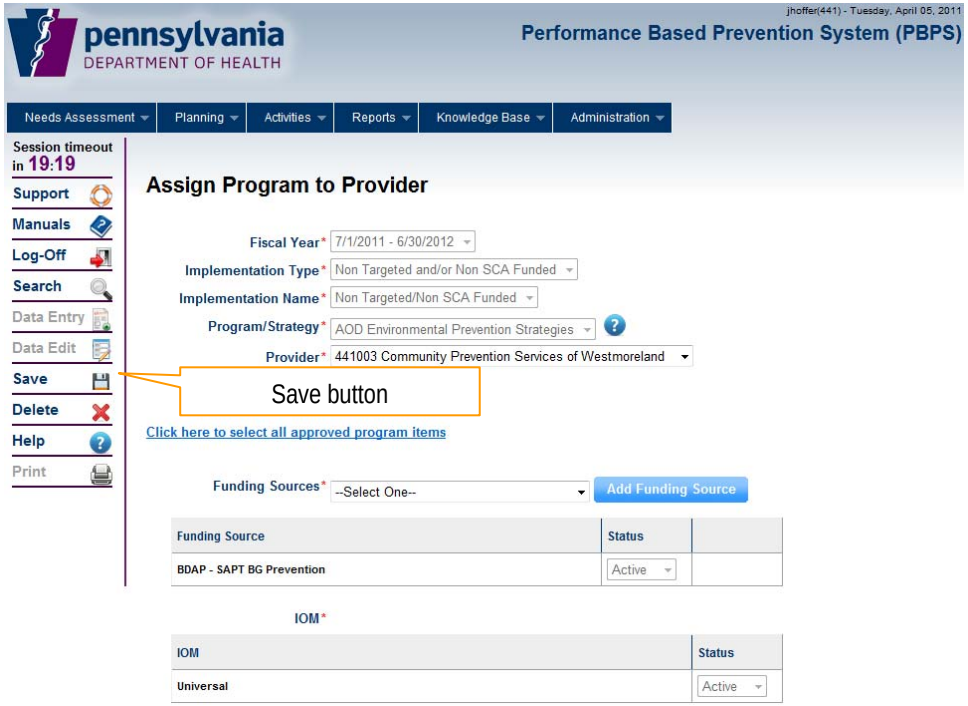
Editing an Assigned Provider Program

1. Click **Planning** from the main menu.
2. Click **Assign Program To Provider** from the Planning submenu or Landing Page.
3. Select the fiscal year in which the program will be assigned from the **Fiscal Year** dropdown list.
4. Select the geographical area associated with the plan from the **Implementation Type** dropdown list.
5. Click the **Check here to view previously assigned programs** check box to load programs that have already been assigned to a provider.
6. Click the Load Programs (**Load Programs**) button. A grid appears displaying a list of Implementation Plans.
7. Click the Select (**Select**) link to the right of the program name you wish to edit.
8. Make any changes needed to the details.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Assign Program To Provider Edit Page – this is a partial screenshot

Tips

- If additional Funding Sources, IOM Categories, Population Codes, or Service Codes need added to the Implementation Plan and there is no dropdown list available with options, please see the Editing an Implementation Plan section to add the additional codes to the program first. Then, return to the Assign Program To Provider Page to add the additional codes to the provider.

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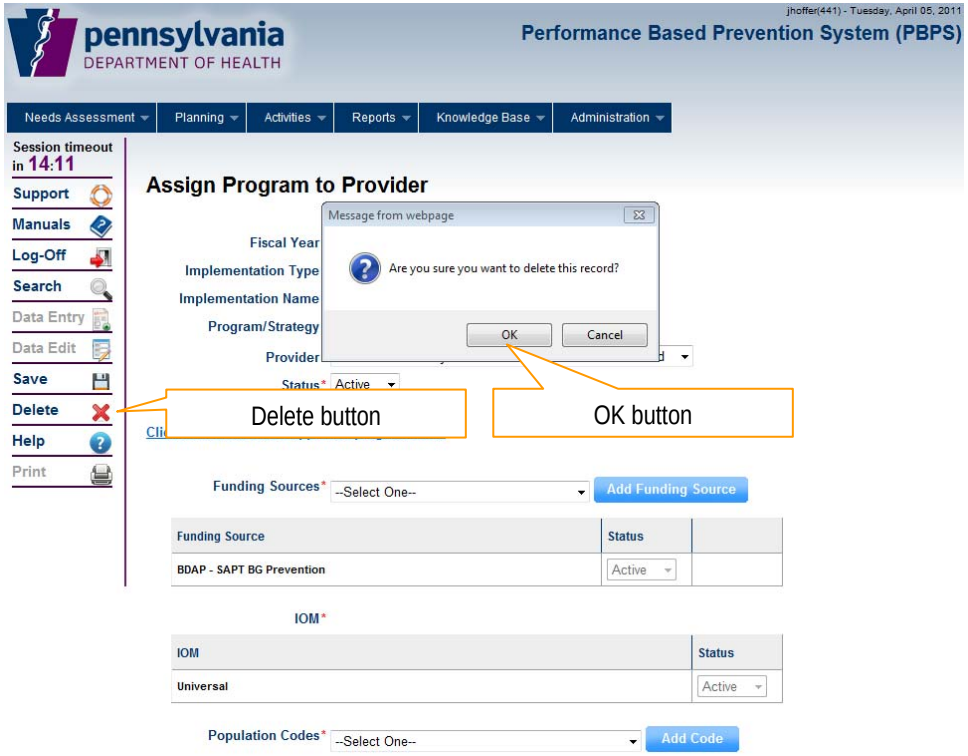
Deleting an Assigned Provider Program

1. Click **Planning** from the main menu.
2. Click **Assign Program To Provider** from the Planning submenu or Landing Page.
3. Select the fiscal year in which the program will be assigned from the **Fiscal Year** dropdown list.
4. Select the geographical area associated with the plan from the **Implementation Type** dropdown list.
5. Check the **Check here to view previously assigned programs** check box to load programs that have already been assigned to a provider.
6. Click the Load Programs (**Load Programs**) button. A grid appears displaying a list of implemented programs.
7. Click the Select (**Select**) link to the right of the program name you wish to edit.
8. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Assign Program to Provider Edit Page – this is a partial screenshot

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ACTIVITIES

The Activities module allows you to enter services for your Implementation Plans

Single Services

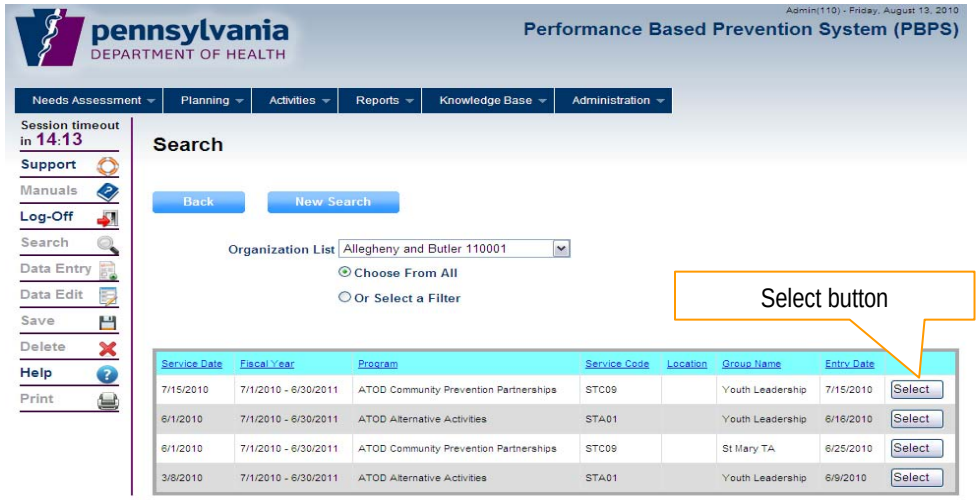
The Single Services module is used to view Single Service entries entered by the SCA's providers.

Search for a Single Service

1. Click **Activities** from the main menu.
2. Click **Single Services** from the Planning submenu or Landing Page.
3. Select an organization from the **Organization List** dropdown list.
4. There are two ways to use the search feature on this page, 1) **Choose From all** and 2) **Or Select a Filter**
    a. Select the **Choose From All** (**Choose from All**) radio button to view all Single Services for the selected organization.

Sample screenshot displaying the Single Service Search Page

i. Click the **Select** (**Select**) button to the right of the entry you wish to view.
ii. The selected Single Service will display in read-only view.
iii. To return to the search page click **Search** (**Search**) from the left toolbar



Sample screenshot displaying the Single Service Search Page

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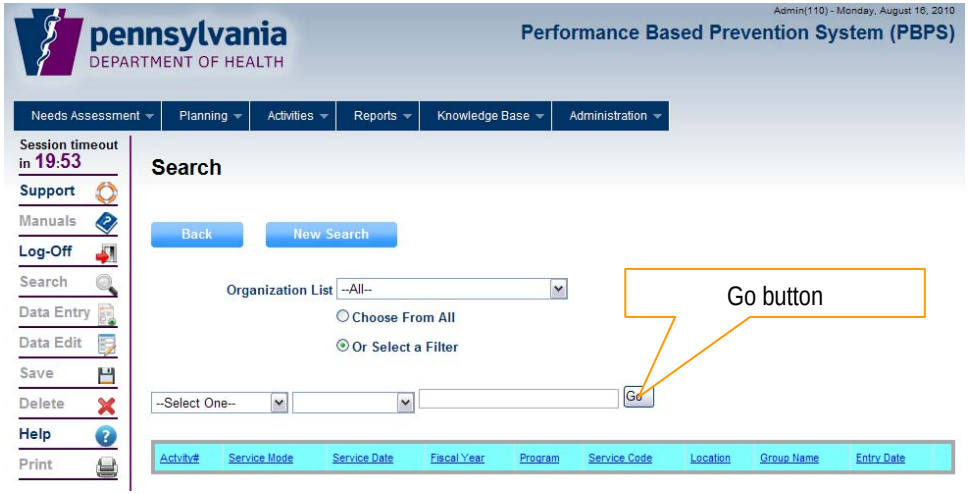
b. Select the Or Select a Filter (Or Select a Filter) radio button to see a list of all the data saved. This is the default view when first viewing a Listing Page.

i. Three (3) data fields will open allowing you to select options to filter the data. Once the three (3) fields have been filled in, click the Go (Go) button to see the search results.

a.) The Three (3) search fields are used in the following method:

1. The first search field will display the search categories to select from. The options available are based on several required fields within the edit form.
2. The second search field allows you to select how to filter the search results.
    a. *Is*: enter the exact word or phrase you are looking for in the third search field
    b. *Choose From*: provides a dropdown list of existing data to select in the third search field.
    c. *Contains*: enter a letter, word, or phrase that is a part of the data you are looking for in the third search field.
3. The third search field will vary depending on the second field option selected. This will either be a text field or a dropdown list allowing you to enter or select the criteria you were looking for (i.e., enter or select 'Mary' to as the First Name).



Sample screenshot displaying the Single Service Search Page

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Recurring Services

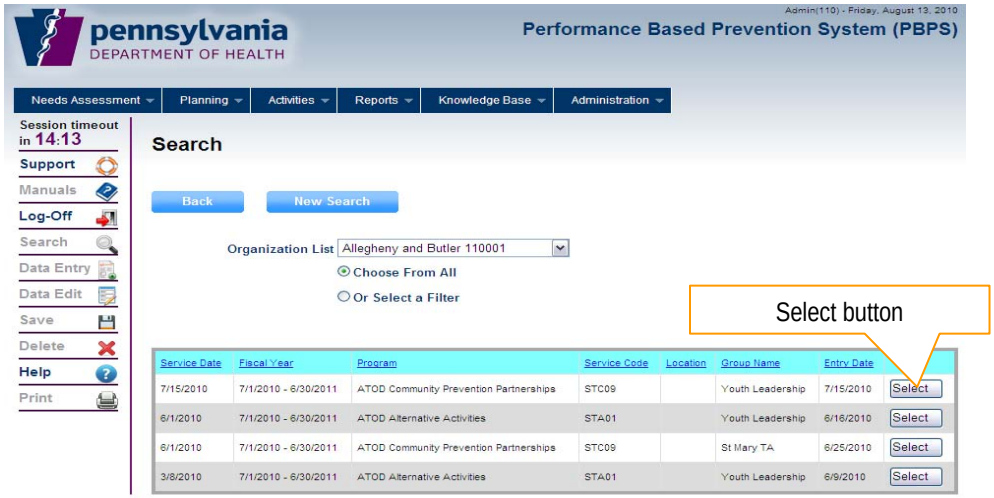
The Recurring Services module is used to view Recurring Service entries entered by the SCA's providers.

Search for a Recurring Service

1. Click **Activities** from the main menu.
2. Click **Recurring Services** from the Planning submenu or Landing Page.
3. Select an organization from the **Organization List** dropdown list.
4. There are two ways to use the search feature on this page, 1) **Choose From all** and 2) **Or Select a Filter**
    a. Select the **Choose From All** (**Choose from All**) radio button to view all Recurring Services for the selected organization.

Sample screenshot displaying the Single Service Search Page

    i. Click the **Select** (**Select**) button to the right of the entry you wish to view.
    ii. The selected Recurring Service will display in read-only view.
    iii. To return to the search page click **Search** (**Search**) from the left toolbar



Sample screenshot displaying the Single Service Search Page

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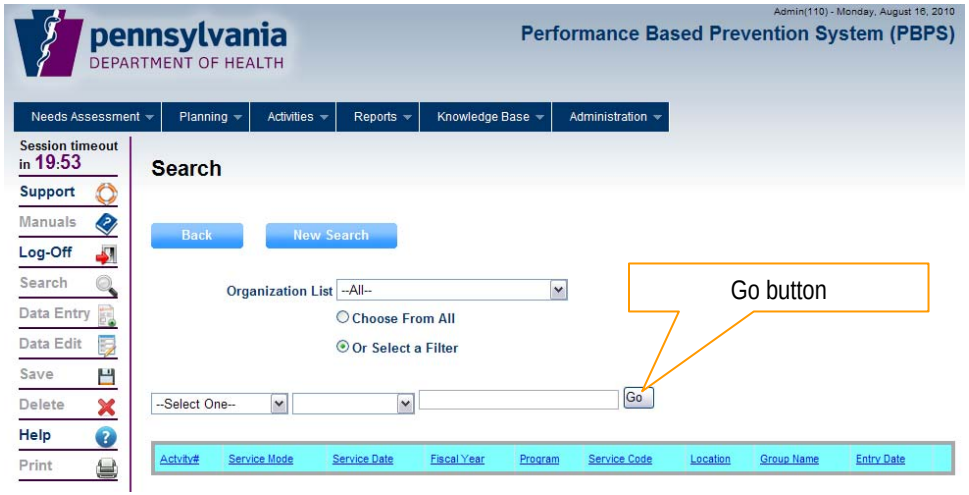
b. Select the Or Select a Filter (Or Select a Filter) radio button to see a list of all the data saved. This is the default view when first viewing a Listing Page.

i. Three (3) data fields will open allowing you to select options to filter the data. Once the three (3) fields have been filled in, click the Go (Go) button to see the search results.

a.) The Three (3) search fields are used in the following method:

1. The first search field will display the search categories to select from. The options available are based on several required fields within the edit form.
2. The second search field allows you to select how to filter the search results.
    a. *Is*: enter the exact word or phrase you are looking for in the third search field
    b. *Choose From*: provides a dropdown list of existing data to select in the third search field.
    c. *Contains*: enter a letter, word, or phrase that is a part of the data you are looking for in the third search field.
3. The third search field will vary depending on the second field option selected. This will either be a text field or a dropdown list allowing you to enter or select the criteria you were looking for (i.e., enter or select 'Mary' to as the First Name).



Sample screenshot displaying the Single Service Search Page

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Monthly Fund Management

The Monthly Fund Management module allows SCA users to assign and approve funding sources for a provider's individual activities.

Search for Activities

1. Click **Activities** from the main menu.
2. Click **Monthly Fund Management** from the Planning submenu or Landing Page.
3. Select a provider from the **Provider** dropdown list.
4. Select a program from the **Program** dropdown list.
5. Select a date range from the **Date Range** dropdown list.
6. Select a funding source from the **Funding Source** dropdown list.

   *Note: Any combination of parameters can be selected before moving on to step seven.
7. Click the Display Activities (**Display Activities**) button.

   ***Note:** If no activities appear, then there are no activities to review within the selected search parameters.

Sample screenshot displaying the Monthly Fund Management Search Page

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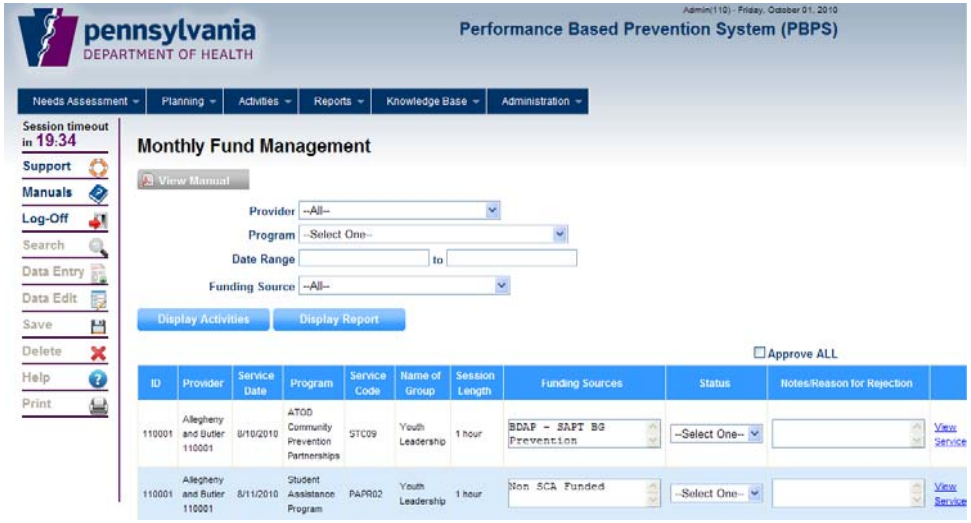
Approve/Reject Activities

1. From the Monthly Fund Management page select a funding source by clicking within the **Funding Source** text box displayed in the listing grid.
   *Note: If only one funding source is available for the activity then it will already be selected and displayed in the text box initially.
   a. A pop-up window will display with available funding sources.
   b. Select the (Check Box) next to the funding sources to be associated with the activity.
   c. Click the Done (**Done**) button to close the pop-up window when you are finished.
2. Select the status from the **Status** drop down list.
   a. *Approved:* Approved activities will be locked preventing the provider from making any further changes. To unlock a request will have to be made to the state. (See Unlock Approved Activities)
   b. *Rejected:* An email will be sent to the provider informing them of the rejection. On their activity page will be a checkbox "Ready for SCA approval?" that they will need to select to send it back for review.
3. Enter any **Notes/Reasons for Rejection** in the available text box if applicable.
4. Click the Lock (**Lock**) button to save the status of the updated services.



Sample screenshot displaying the Monthly Fund Management Search Page

Tips

- When clicking the Lock (**Lock**) button only services that have had their status changed (Approved/Rejected) will be saved and locked (or sent back to the provider if rejected).
- Selecting the Approve ALL (**Approve All**) checkbox on the Monthly Fund Management page will change the status of all listed activities to Approved.
- Clicking the **View Service** link will display a report with more details of the service.

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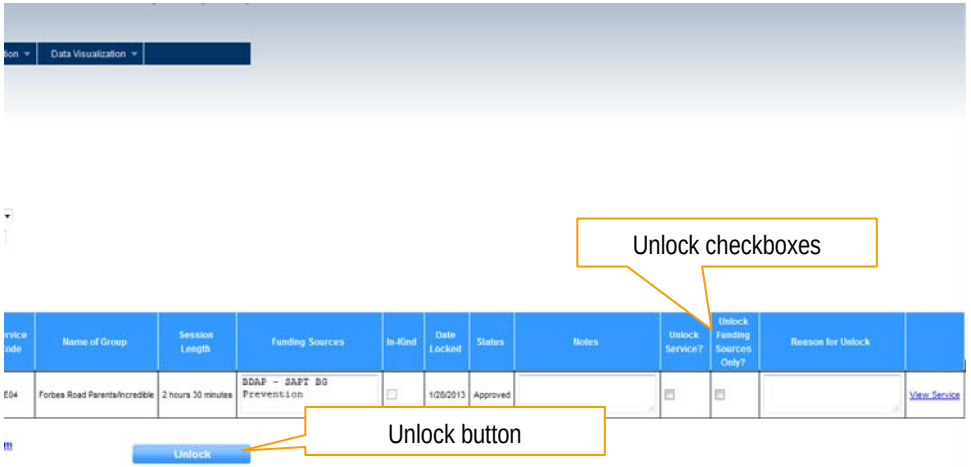
Unlock Approved Activities

1. From the Monthly Fund Management page, select a provider from the **Provider** dropdown list.
2. Click the "**Click here to view previously reviewed services**" link.
3. Select the **Unlock Service** check box to allow the provider to modify the service.
4. Select the **Unlock Funding Sources Only** checkbox to remove the funding source(s) currently associated with the service.
5. Enter the reason for unlocking the service in the **Reason for Unlock** field.
6. Click the Unlock (**Unlock**) button.
7. To return to the un-approved services, click the "**Click here to view services that still need a funding source associated with them**" link.



Sample screenshot displaying the Monthly Fund Management Search Page – This is a partial screenshot

Tips

- Selecting the **Unlock Funding Source Only** check box allows only for the funding source to be changed as opposed to the entire service.
- Clicking the **View Service** link will display a report with more details of the service.
- SCAs no longer need state approval to unlock services.

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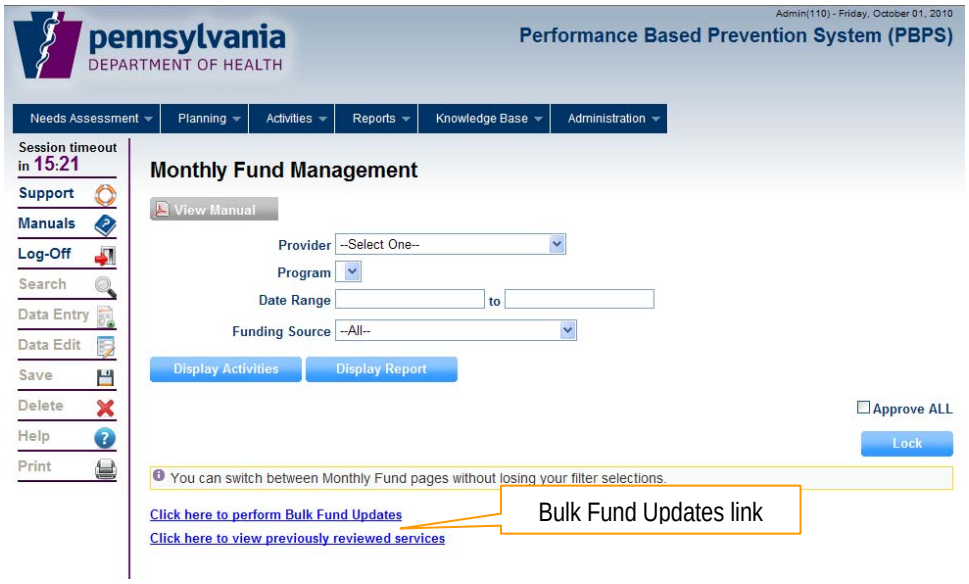
Bulk Fund Updates

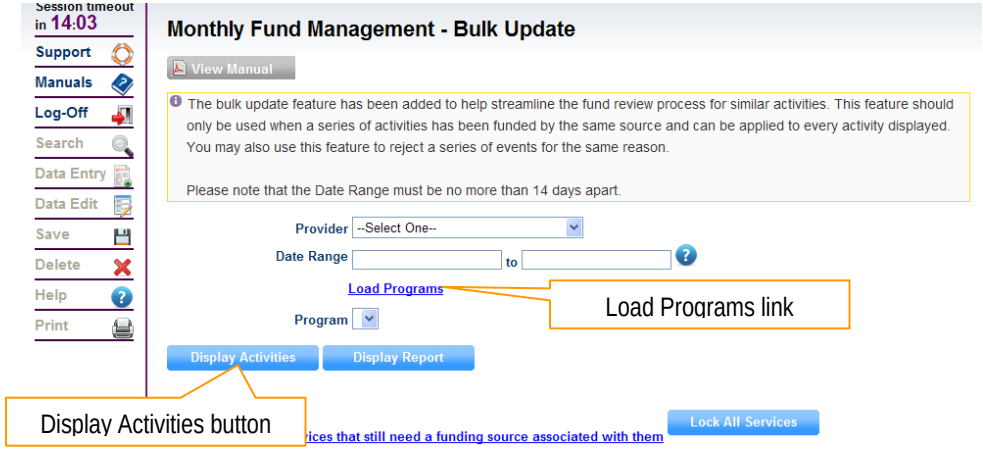
The Bulk Fund Updates feature helps streamline the fund review process for similar activities. This feature should only be used when a series of activities has been funded by the same source and can be applied to every activity displayed. You may also use this feature to reject a series of events for the same reason.

1. From the Monthly Fund Management page, click the "**Click here to perform Bulk Fund Updates**" link at the bottom of the page.
2. A pop-up window will appear explaining the Bulk Update. Click **OK** to continue or **Cancel** to return to the Monthly Fund Management Page.



Sample screenshot displaying the Monthly Fund Management Search Page

3. Select a provider from the **Provider** dropdown list.
4. Enter a date range in the **Date Range** fields.
   *Note: The date range can NOT be larger than 14 days.
5. Click the **Load Programs** link.
6. Select a program from the **Program** dropdown list.
   *Note: If no programs appear in the Program dropdown list, it indicates that there are no activities to review within the selected date range.
7. Click the Display Activities (**Display Activities**) button.
   * Note: Click the **Display Report** button to open a report to show the services for the criteria specified.


Session timeout in 14:03
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Monthly Fund Management - Bulk Update
View Manual
The bulk update feature has been added to help streamline the fund review process for similar activities. This feature should only be used when a series of activities has been funded by the same source and can be applied to every activity displayed. You may also use this feature to reject a series of events for the same reason.
Please note that the Date Range must be no more than 14 days apart.
Provider
--Select One--
Date Range
to
Load Programs
Program
Display Activities
Display Report
Load Programs link
Display Activities button
ices that still need a funding source associated with them
Lock All Services

Sample screenshot displaying the Monthly Fund Management Bulk Update Page

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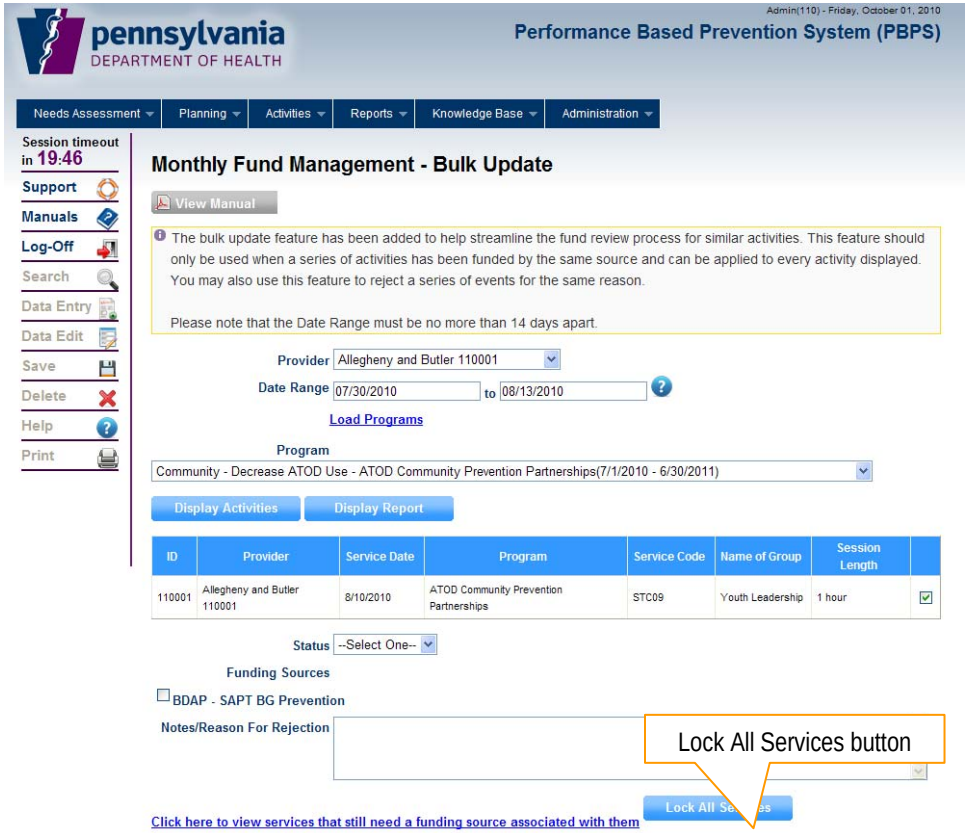
8. A grid appears displaying the activities fitting your selected parameters.
9. Once the grid displays the Activities, all of the Activities will have a **check box** next to them, and all of them will be checked. Uncheck any activities you do not wish to update.
10. The **Status** dropdown list is used to signify whether the activity is approved or whether the activity has been rejected.
    a. *Approved* activities will be locked preventing the provider from making any further changes. A request to unlock an activity will have to be made to the State.
    b. *Rejected* activities indicate that something is incorrect for the activity. A Rejected activity will trigger an email being sent to the provider informing them of the rejection. The provider will then have to correct the activity and select the "Ready for SCA approval?" checkbox to send it back to the SCA for review.
11. Select the appropriate **Funding Sources** from the available checkboxes.
12. Enter any **Notes/Reason for Rejection** in the available text box, if applicable.
13. Click the Lock All Services (**Lock All Services**) button. All of the selected Activities will be updated and locked.
14. After clicking the Lock All Services (**Lock All Services**) button, the page will refresh and only those services that were unchecked to be excluded from the bulk will be displayed.



Sample screenshot displaying the Monthly Fund Management Bulk Update Page

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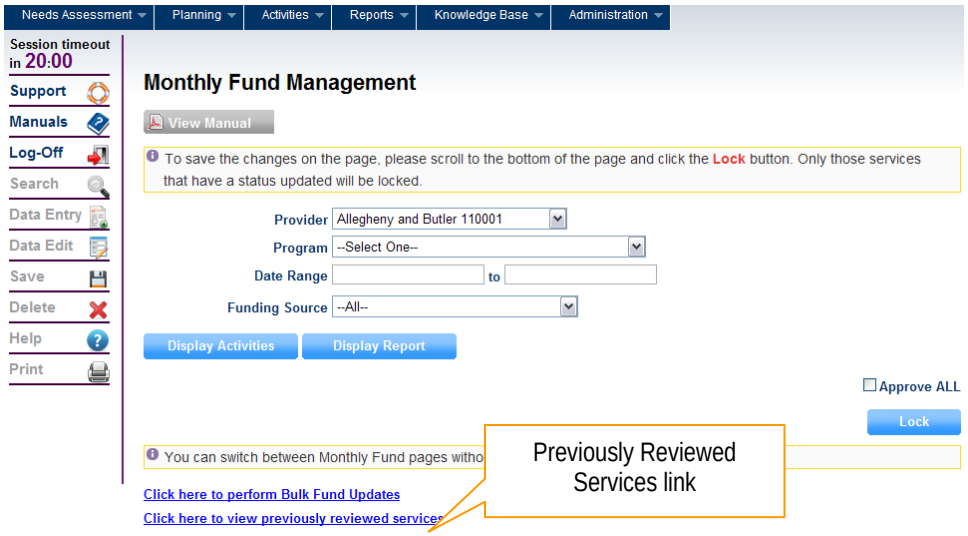
Bulk Fund Unlock

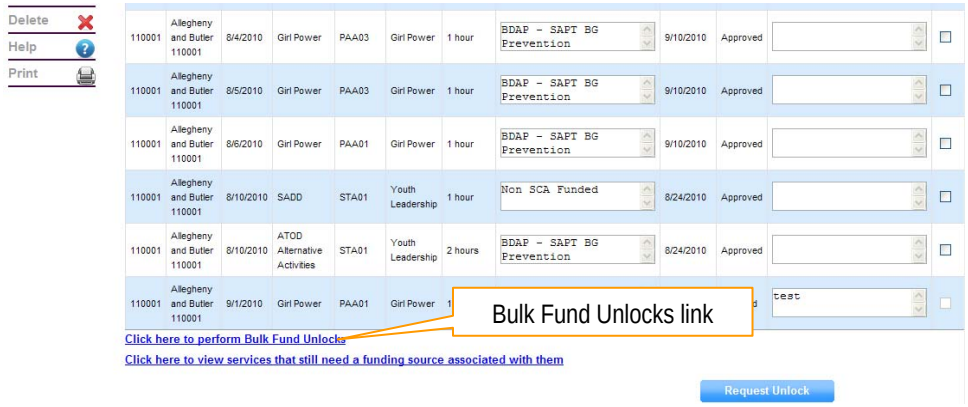
The Bulk Fund Unlock feature allows you to unlock services in bulk.

1. From the Monthly Fund Management page, select a provider from the **Provider** dropdown list.
2. Click the "**Click here to view previously reviewed services**" link at the bottom of the page.



Sample screenshot displaying the Monthly Fund Management Search Page

3. A grid appears displaying the activities.
4. Click the "**Click here to perform Bulk Fund Unlocks**" link at the bottom of the page.


Delete
Help
Print
110001 Allegheny and Butler 110001 8/4/2010 Girl Power PAA03 Girl Power 1 hour BDAP - SAPT BG Prevention 9/10/2010 Approved
110001 Allegheny and Butler 110001 8/5/2010 Girl Power PAA03 Girl Power 1 hour BDAP - SAPT BG Prevention 9/10/2010 Approved
110001 Allegheny and Butler 110001 8/6/2010 Girl Power PAA01 Girl Power 1 hour BDAP - SAPT BG Prevention 9/10/2010 Approved
110001 Allegheny and Butler 110001 8/10/2010 SADD STA01 Youth Leadership 1 hour Non SCA Funded 8/24/2010 Approved
110001 Allegheny and Butler 110001 8/10/2010 ATOD Alternative Activities STA01 Youth Leadership 2 hours BDAP - SAPT BG Prevention 8/24/2010 Approved
110001 Allegheny and Butler 110001 9/1/2010 Girl Power PAA01 Girl Power 1 test
Bulk Fund Unlocks link
Click here to perform Bulk Fund Unlocks
Click here to view services that still need a funding source associated with them
Request Unlock

Sample screenshot displaying the Monthly Fund Management Search Page

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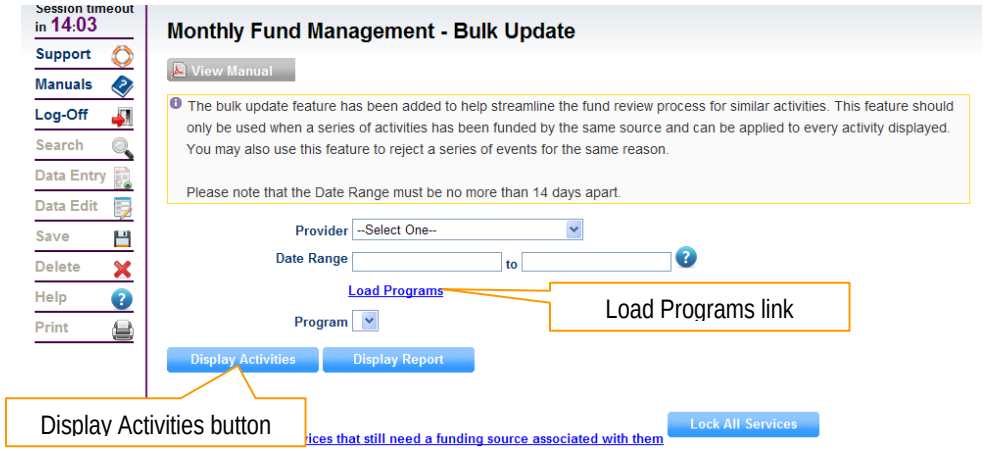
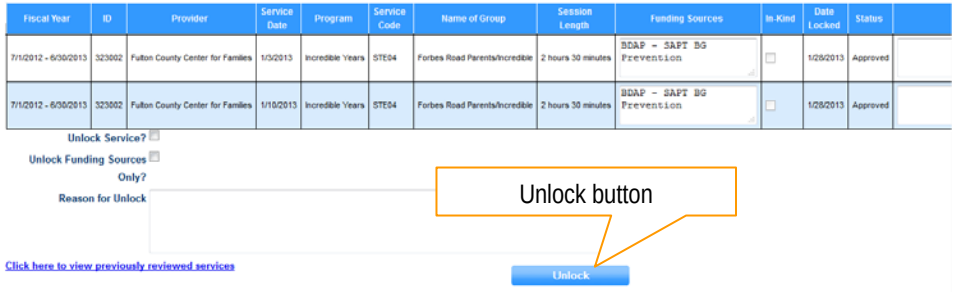
5. Enter a date range in the **Date Range** fields.
6. Click the **Load Programs** link.
7. Select a program from the **Program** dropdown list.
   *Note: If no programs appear in the Program dropdown list, it indicates that there are no activities to review within the selected date range.
8. Click the Display Activities (**Display Activities**) button.
   * Note: Click the **Display Report** button to open a report to show the services for the criteria specified.


Session timeout in 14:03
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Monthly Fund Management - Bulk Update
View Manual
The bulk update feature has been added to help streamline the fund review process for similar activities. This feature should only be used when a series of activities has been funded by the same source and can be applied to every activity displayed. You may also use this feature to reject a series of events for the same reason.
Please note that the Date Range must be no more than 14 days apart.
Provider
--Select One--
Date Range
to
Load Programs
Program
Display Activities
Display Report
Load Programs link
Display Activities button
Lock All Services

Sample screenshot displaying the Monthly Fund Management Bulk Update Page

9. A grid appears displaying the activities fitting your selected parameters.
10. Once the grid displays the Activities, all of the Activities will have a **check box** next to them, and all of them will be checked. Uncheck any activities you do not wish to unlock.
11. Select the **Unlock Service?** checkbox if you wish to unlock all of the services.
12. Select the **Unlock Funding Sources Only?** checkbox if you wish to only unlock the funding sources.
13. Enter the reason for unlocking the services in the **Reason for Unlock** field.
14. Click the Unlock (**Unlock**) button.
15. After clicking the Unlock (**Unlock**) button, the page will refresh and only those services that were unchecked to be excluded from the bulk will be displayed.



Sample screenshot displaying the Monthly Fund Management Bulk Update Page – This is a partial screenshot

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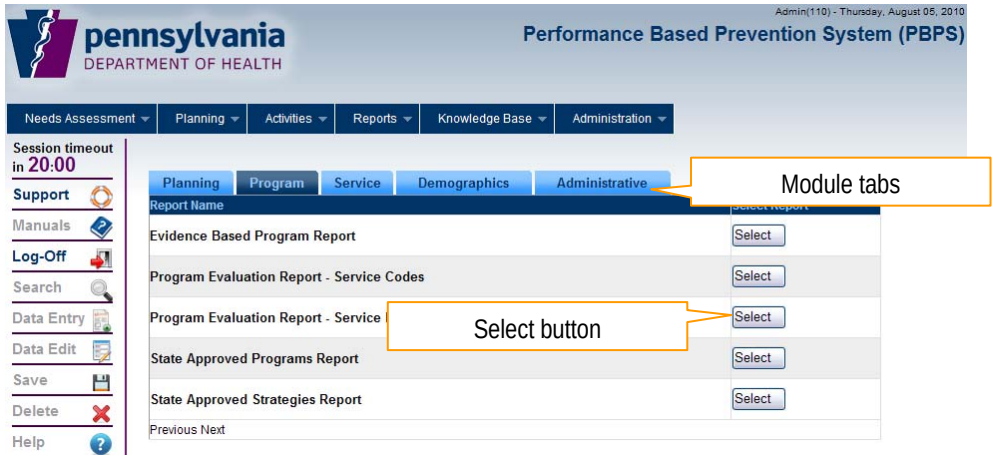
REPORTS

The Reports module allows you to open, view, save and print reports available within the PA PBPS.

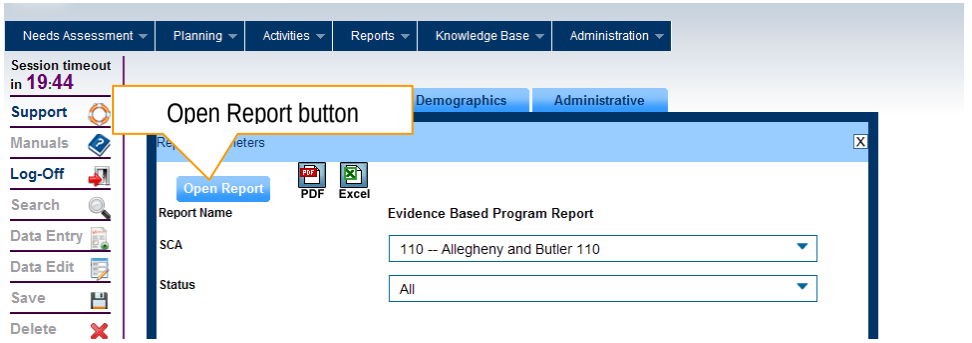
Opening a Report

1. Click **Reports** from the main menu.
2. Select the module for the reports you would like to open from the Reports submenu or select the appropriate module name from the available tabs.
3. Browse the list of reports.
4. Click the Select (**Select**) button to the right of the report you wish to open.



Sample Screenshot displaying the Reports Listing Page

5. You may have to select specific criteria before viewing some reports. Select the appropriate items from the available dropdown lists, if available.
6. Click the Open Report (**Open Report**) button.
7. A new window will open displaying the selected report in a view only mode.
    a. To close the report, click the (X) in the upper right hand corner.



Sample Screenshot displaying the Reports Parameters Page

Tips

- Each listing page displays up to ten (10) reports. To move between the various pages, use the Previous Next (**Previous** and **Next**) links located at the bottom of the reports list. If there are less than ten (10) reports on the page, the links will not be active.
- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the Open Report (**Open Report**)

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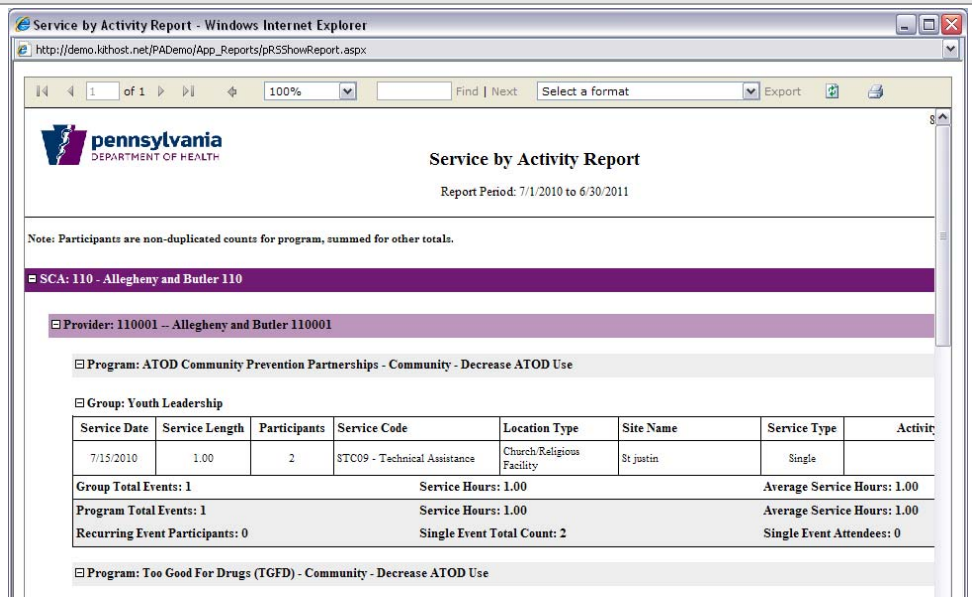
button.

Viewing a Report

Once the Open Report (Open Report) button is selected, the report is opened in a view only mode. The following details will help you review the report in the view only mode.

1. 1 of 3 - use these arrows to navigate through the view only mode to the different pages of the report
2. 100% - use this dropdown list to enlarge or decrease the text size of the report
3. Select a format Export - use this dropdown list to export the report into another format for printing or saving
4. Find | Next - use this text box to locate a specific word within the report
5. ⊞ ⊟ - some reports can expand and collapse the details within the report. This can become helpful if the report shows a lot of data. To expand the details within the report, click the ⊟ (minus symbol). To collapse the details within the report, click the ⊞ (plus symbol).



Sample Screenshot displaying a View Only Mode of a Report

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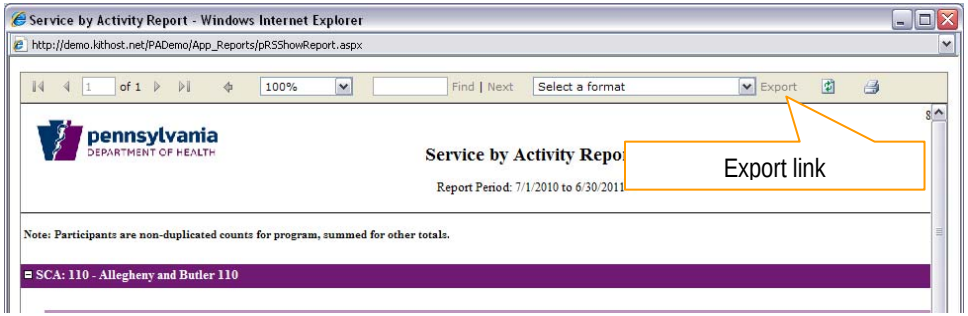
Printing and Saving a Report

To print or save a report, you will need to export the report into another format.

1. From the view only mode of the report, select the format you would like to export the report to from the **Select a Format** dropdown list.
2. Click the Export (**Export**) link.
3. A window may appear asking if you wish to open or save the file. To view the file immediately, click the Open (**Open**) button. Click the Save (**Save**) button if you want to save the report directly to your computer and open it later.
   *Note: If you wish to cancel the export, click the Cancel (**Cancel**) button.
4. A new window will open displaying the report in the format selected.
5. You will be able to print or save the report from the new window.
   a. To close the report, click the (X) in the upper right hand corner.


Service by Activity Report - Windows Internet Explorer
http://demo.kithost.net/PADemo/App_Reports/pRSShowReport.aspx
Select a format
Export
pennsylvania
DEPARTMENT OF HEALTH
Service by Activity Repo
Report Period: 7/1/2010 to 6/30/2011
Export link
Note: Participants are non-duplicated counts for program, summed for other totals.
SCA: 110 - Allegheny and Butler 110

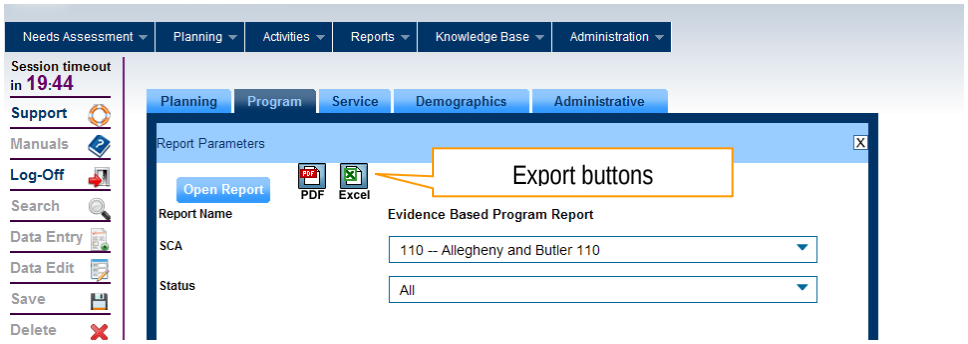
Sample Screenshot displaying the Report Page

Tips

- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the Export (**Export**) link.

You do not have to open a report to the view only mode (using the Opening a Report instructions) in order to print or save it. If you wish to print or save the report immediately without using the view only mode, use the export buttons located on the Report Parameters page.

PDF Excel



Sample Screenshot displaying the Reports Parameters Page

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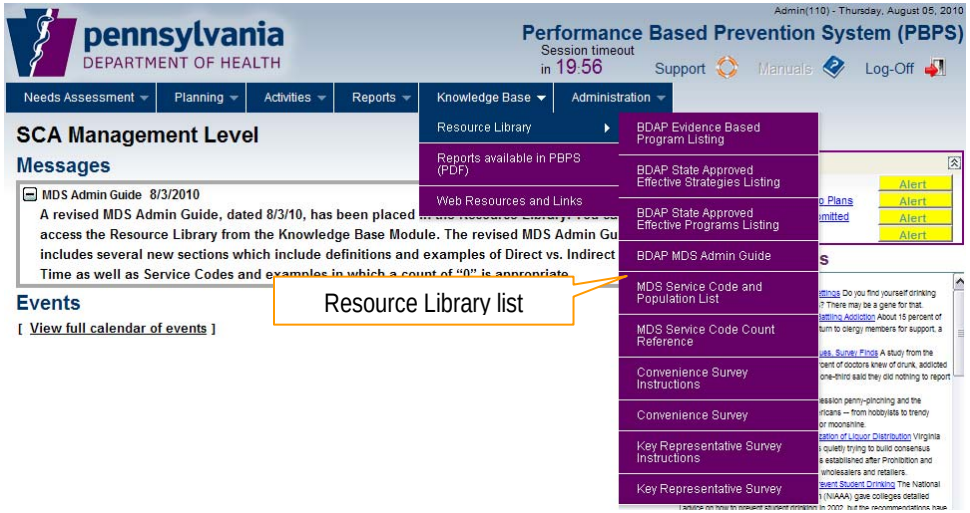
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of documents and web source information designed to provide pertinent data.

Resource Library

1. Click **Knowledge Base** from the main menu.
2. Click **Resource Library** from the Knowledge Base submenu.
3. A list of resource documents appear to the right of the submenu. Browse the list of documents.
4. Click the resource document you would like to view.
5. Documents will open differently depending on what format they are. If you choose to view a document that is a PDF, it will open in a new window. If you view any other document format, it will open in a view only window.
   *Note: See Reports for additional details on a view only window.



Sample Screenshot displaying the Resource Library List

Tips

- If you are having difficulty opening the document it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the document link.

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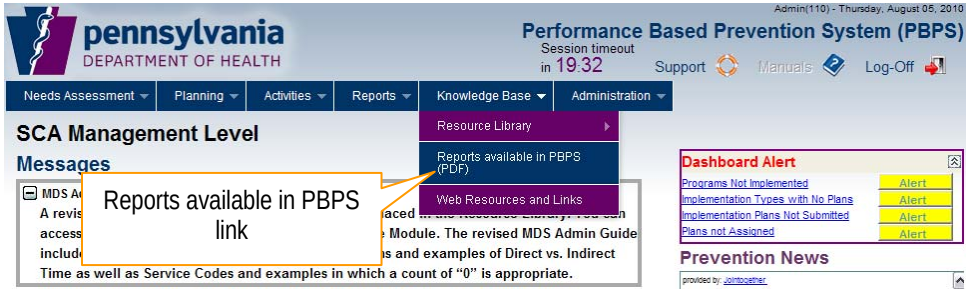
Reports available in PBPS (PDF)

The Reports available in PBPS (PDF) link provides a PDF document listing a description of each report available within the PA PBPS Reports module.

1. Click **Knowledge Base** from the main menu.
2. Click **Reports available in PBPS (PDF)** from the Knowledge Base submenu.
3. A PDF will open.
4. Click the browsers **Back** button to return to the PA PBPS.



Sample Screenshot displaying the Knowledge Base submenu

Tips

- DO NOT click the (X) in the upper right hand corner. This will close the PA PBPS and require you to log back in.

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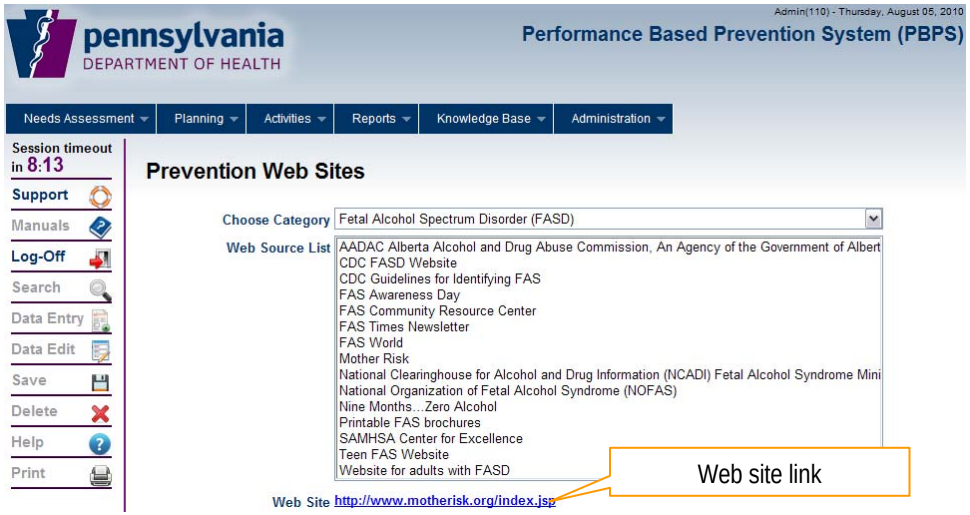
Web Sources and Links

The Web Sources and Links module is useful for finding a wealth of prevention web sites.

1. Click **Knowledge Base** from the main menu.
2. Click **Web Sources and Links** from the Knowledge Base submenu.
3. To search for a specific web resource category, select the appropriate category from the **Category** dropdown list.
4. Select the source you would like to view from the Web Source List.
    a. A web site link will appear next to the Web Site field name.
5. Click the web site link to view the web site.
    a. A new window will open displaying the selected web site.
    b. To close the report, click the ☒ (X) in the upper right hand corner.



Sample Screenshot displaying the Web Source Page

Tips

- If you are having difficulty opening the web site it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the web site link.

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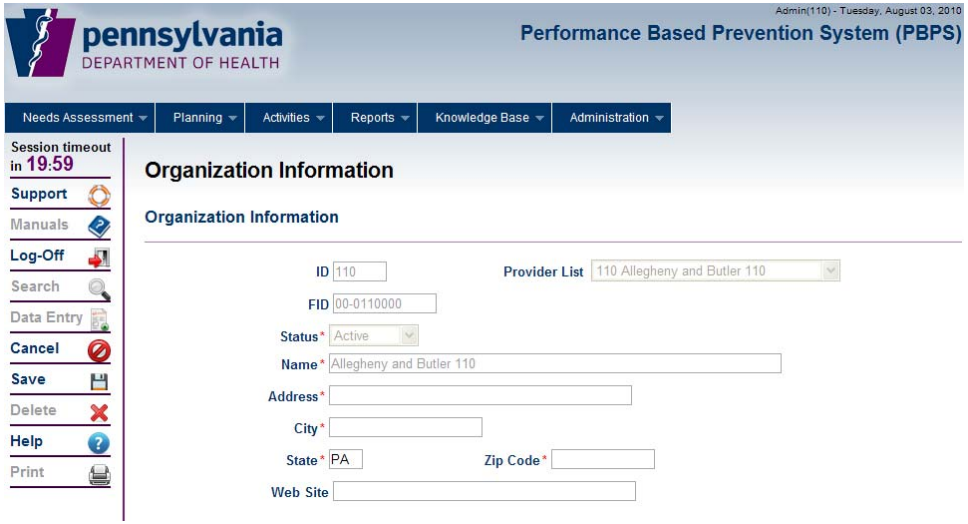
Organization

The Organization module allows you to manage your own (SCA) and your providers' organization details.

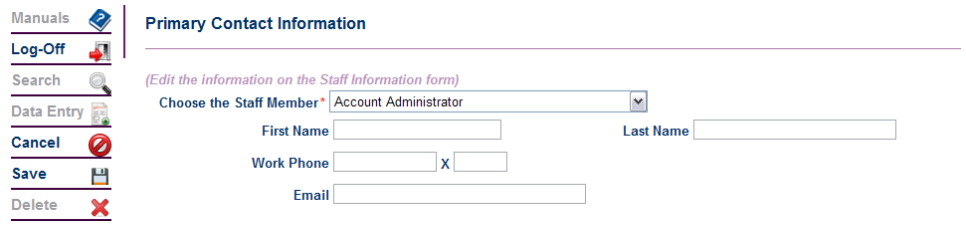
Editing Organization Information

1. Click **Administration** from the main menu.
2. Click **Organization** from the Administration submenu or Landing Page.
3. Select the Provider organization you wish to view or edit from the Provider List dropdown list.
   *Note: The SCA Organization is selected by default upon entering the Organization module.
4. Click Data Edit (**Data Edit**) from the left toolbar.
5. The **ID**, **FID**, **Status**, and **Name** are prefilled for you. These fields cannot be modified.
6. Enter or modify the organization's Address information in the following fields: **Address**, **City**, **State**, and **Zip Code**.
7. If applicable, enter the organization's website information in the **Web Site** field.



Sample Screenshot displaying the Organization Edit Page

8. The Primary Contact Information may already be filled in for you. If it is not filled in or is incorrect, select the staff member to be the organization's primary contact from the **Choose the Staff Member** dropdown list.
   *Note: The options listed in the dropdown list are the names entered in the Master Staff module. Once a name is selected the **First Name**, **Last Name**, **Work Phone**, and **Email** fields will be filled in for you.



Sample Screenshot displaying the Organization Edit Page

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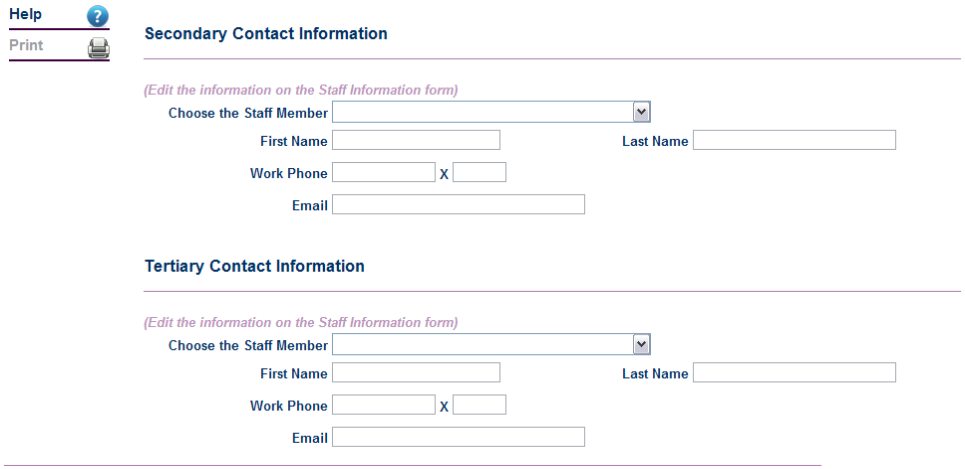
9. The Secondary Contact Information may already be filled in for you. If it is not filled in or is incorrect, select the staff member to be the organization's secondary contact from the **Choose the Staff Member** dropdown list. This is optional.
   *Note: The options listed in the dropdown list are the names entered in the Master Staff module. Once a name is selected the **First Name**, **Last Name**, **Work Phone**, and **Email** fields will be filled in for you.
10. Only an SCA Organization will have the option of a Tertiary Contact Information. If your SCA Organization has a tertiary contact, select that staff member from the **Choose the Staff Member** dropdown list. This is optional.
    *Note: The options listed in the dropdown list are the names entered in the Master Staff module. Once a name is selected the **First Name**, **Last Name**, **Work Phone**, and **Email** fields will be filled in for you.
11. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Organization Edit Page

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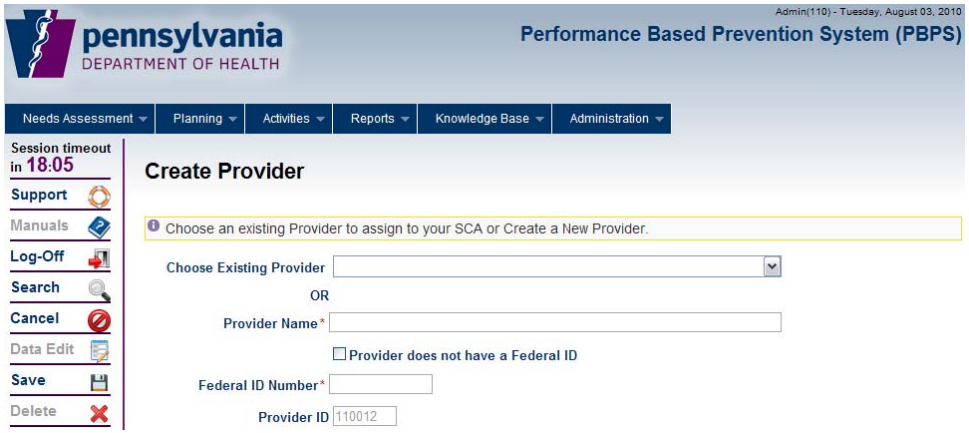
Create Provider

The Create Provider module allows you to create a new Provider.

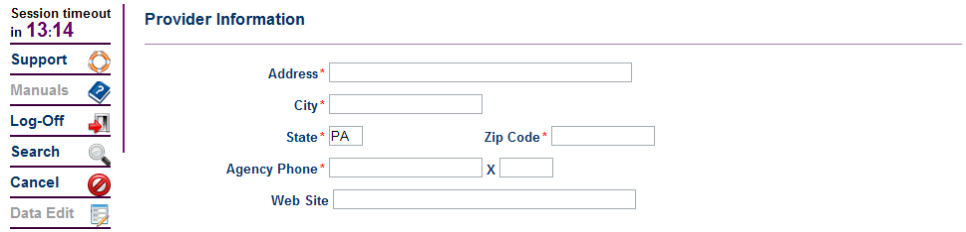
Creating a Provider

1. Click **Administration** from the main menu.
2. Click **Create Provider** from the Administration submenu or Landing Page.
3. To create a new provider, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Create Provider page.
4. If the Provider Name is not in the Choose Existing Provider dropdown list, type the name of the Provider in the **Provider Name** field.
5. Enter the federal identification number for the Provider in the **Federal ID Number** field.
   a. If the Provider does not have a federal identification number, select the **Provider does not have a Federal ID** checkbox.
6. The **Provider ID** will be automatically generated for you. This field cannot be edited.



Sample Screenshot displaying the Create Provider Edit Page

7. Enter the location of the Provider organization in the **Address** field.
8. Enter the city the Provider organization resides from in the **City** field.
9. Enter the state abbreviation the Provider organization resides from in the **State** field.
   *Note: This is defaulted to *PA* for Pennsylvania.
10. Enter the Provider organization's telephone number in the **Agency Phone** field.
11. If applicable, enter the Provider organization's website information in the **Web Site** field.



Sample Screenshot displaying the Create Provider Edit Page

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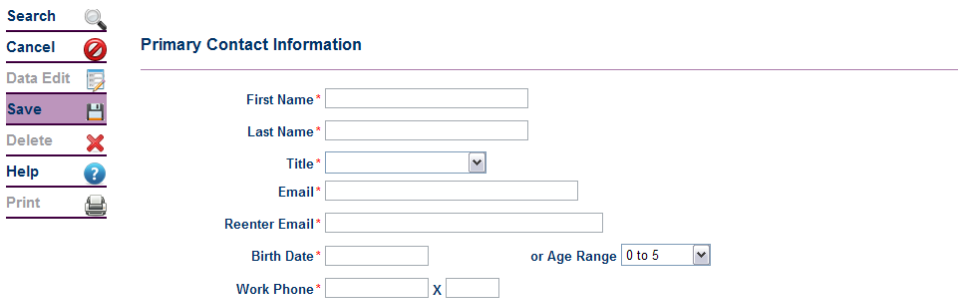
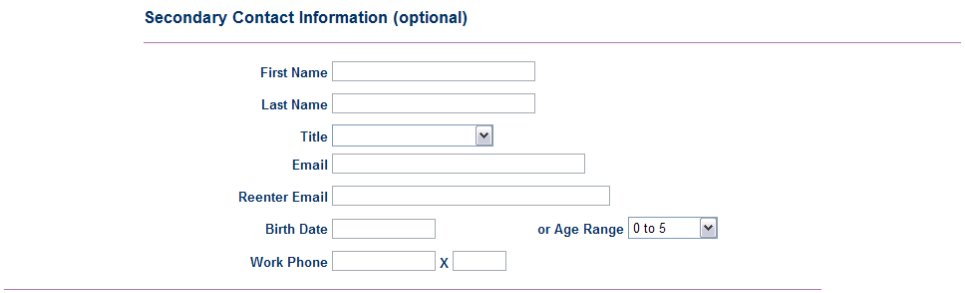
12. Enter the name of the Provider organization's primary contact in the **First Name** and **Last Name** fields.
13. Select the primary contact's title or position from the **Title** dropdown list.
14. Enter the primary contact's email address in the **Email** field.
    *Note: This must be a valid email address so that the primary contact will be emailed their login information.
15. Reenter the primary contact's email address to confirm it in the **Reenter Email** field.
16. Enter the primary contact's date of birth in the **Birth Date** field or select the estimated age range of the primary contact from the **Age Range** dropdown list.



Sample Screenshot displaying the Create Provider Edit Page

17. If there is a secondary contact for the provider, enter the name and contact information in the Secondary Contact Information section. This is optional.
18. Click Save (Save) from the left toolbar.
    *Note: Click Cancel (Cancel) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Create Provider Edit Page

Tips

- Once the Provider organization has been approved by DDAP, the Primary and/or Secondary Contacts will be emailed with login information needed to access the PA PBPS.
- Once the Provider organization has been approved by DDAP, the organization will no longer appear on the Create Provider Search Page and will be available within the Choose Existing Provider dropdown list.
- If you need to make a modification to the Primary or Secondary Contact information, please see the Editing Organization Information section.

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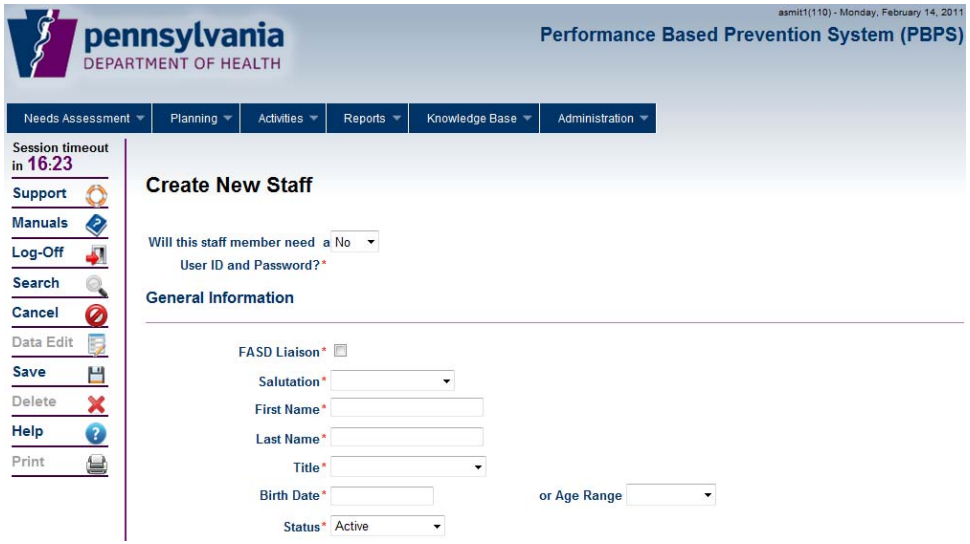
Master Staff

The Master Staff module allows you to manage your organization's staff. Only the system administrator has access to the Master Staff module.

Adding a Staff Member

1. Click **Administration** from the main menu.
2. Click **Master Staff** from the Administration submenu or Landing Page.
3. To add a staff member, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Master Staff page.
4. Indicate whether login information will be sent to the staff member using the **Will this staff member need a User ID and Password?** dropdown list.
5. If this staff member will be a FASD Liaison for this SCA, click the **FASD Liaison** checkbox.
   *Note: There must be at least one FASD Liaison per SCA.
6. Select the desired salutation for the staff member from the Salutation dropdown list.
7. Enter the name of the staff member in the **First Name** and **Last Name** fields.
8. Select the staff member's title or position from the **Title** dropdown list.
9. Enter the staff member's email address in the **Email** field.
   *Note: This field will only be available if *Yes* was selected to the **Will this staff member need a User ID and Password?** dropdown list.
10. Reenter the staff member's email address to confirm it in the **Reenter Email** field.
    *Note: This field will only be available if *Yes* was selected to the **Will this staff member need a User ID and Password?** dropdown list.
11. Enter the staff member's date of birth in the **Birth Date** field or select the estimated age range of the primary contact from the **Age Range** dropdown list.
12. Select the status of the staff member from the **Status** dropdown lists.
    a. *Active*: the staff member is currently a member of your organization
    b. *Inactive*: the staff member is no longer a member of your organization



Sample Screenshot displaying the Staff Edit Page for a staff member that does not need login information

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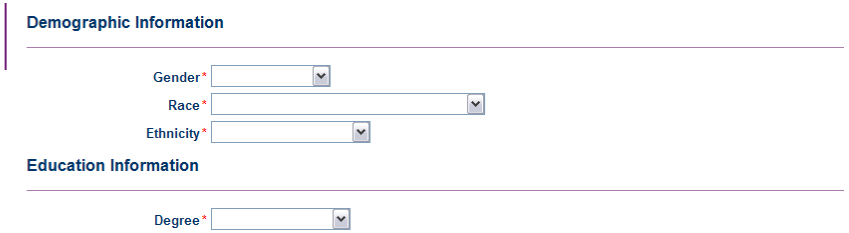
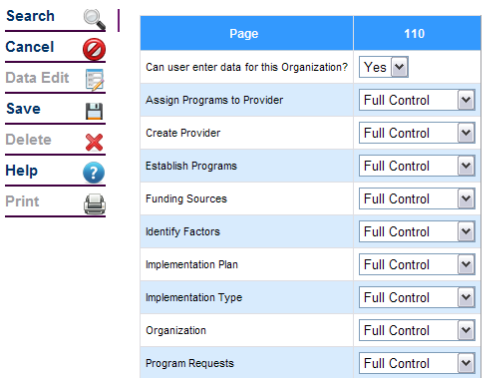
13. If *No* was selected to the **Will this staff member need a User ID and Password?** dropdown list, enter the Demographic and Education Information for the staff member.
    a. Select the staff member's gender from the **Gender** dropdown list.
    b. Select the staff member's race from the **Race** dropdown list.
    c. Select the staff member's ethnicity from the **Ethnicity** dropdown list.
    d. Select the staff member's level of education from the **Degree** dropdown list.



Sample Screenshot displaying the Staff Edit Page

14. If *Yes* was selected to the **Will this staff member need a User ID and Password?** dropdown list, a grid of permissions becomes available.
    a. Indicate whether the staff member can enter data for the organization using the **Can user enter data for this Organization?** dropdown list.
    b. Select the appropriate permission levels for each module using the dropdown lists.
        i. *No Permission*: Staff has no access to the module
        ii. *Read Only*: Staff member is able to view the data only
        iii. *Read and Write*: Staff member is able to view and enter the data only
        iv. *Full Control*: Staff member is able to view, add, edit, and delete the data



Sample Screenshot displaying the Staff Edit Page

15. Click Save (Save) from the left toolbar.
    *Note: Click Cancel (Cancel) from the left toolbar if you wish to cancel the changes.

Tips

- If it was determined that the staff member does need login information, once Save (Save) is clicked from the left toolbar the staff member will be emailed with login information needed to access the PA PBPS.
- If a staff member is entering data on behalf of a provider, the staff member will need to have their permissions updated for that provider ID before they can log into the provider's organization.

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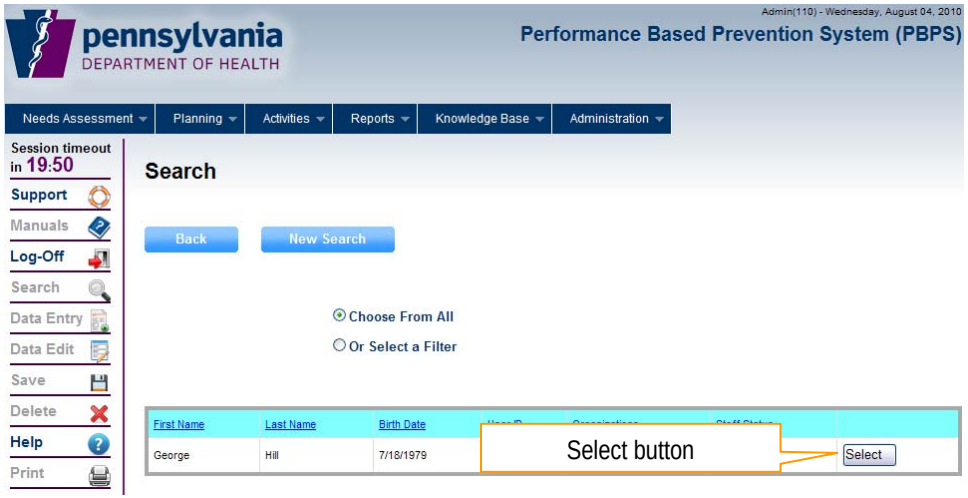
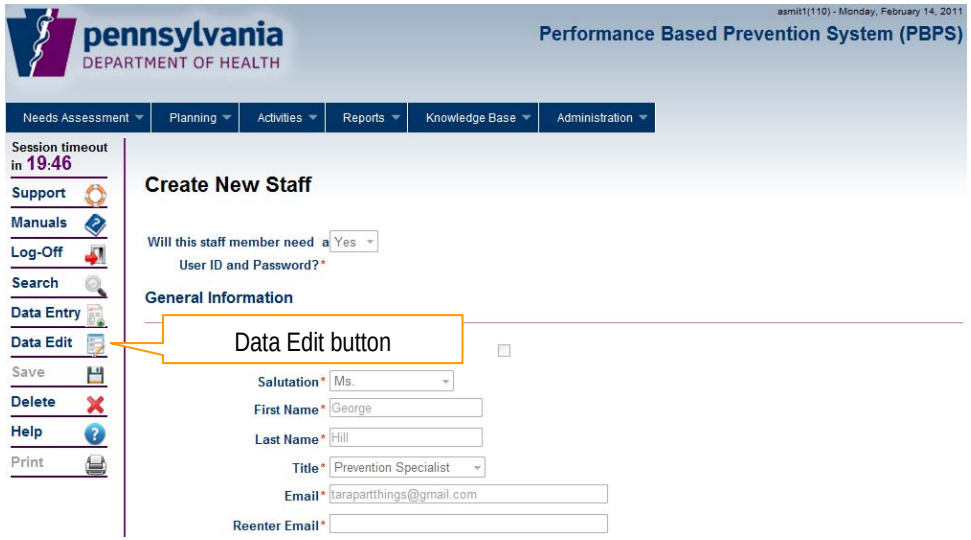
Editing a Staff Member

1. Click **Administration** from the main menu.
2. Click **Master Staff** from the Administration submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Master Staff Edit Page, click the Back (**Back**) button.



Sample screenshot displaying the Master Staff Search Page

4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Make any changes needed to the details.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Master Staff Page

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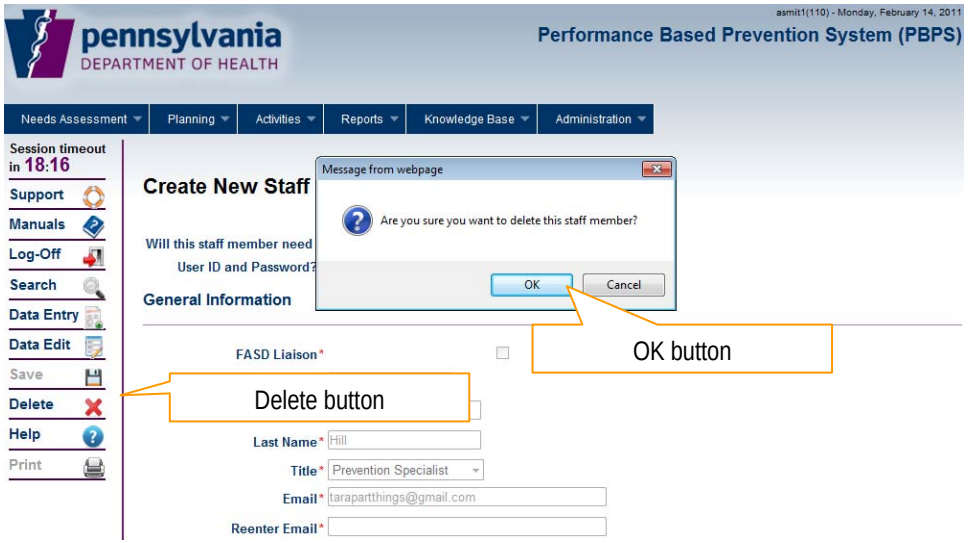
Deleting a Staff Member

1. Click **Administration** from the main menu.
2. Click **Master Staff** from the Administration submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.
    b. Click the Back (**Back**) button to return to the Master Staff Edit Page
4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Master Staff Page

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My Profile

The My Profile module allows you to view or modify your account details and change your password.

Updating My Profile Details

1. Click **Administration** from the main menu.
2. Click **My Profile** from the Administration submenu or Landing Page.
3. Click Data Edit (**Data Edit**) from the left toolbar.
4. Several fields may be filled in for you already. These fields were filled in when your staff account was first created by your system administrator. Most fields may be edited, if needed.
5. Fill in any required fields that may be blank.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.

Sample Screenshot displaying the My Profile Edit Page

Tips

- For instructions on changing the password, see the Changing Your Password section.

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Changing Your Password

1. Click **Administration** from the main menu.
2. Click **My Profile** from the Administration submenu or Landing Page.
3. Click Data Edit (**Data Edit**) from the left toolbar.
4. To change your password, enter your current password in the **Current Password** field.
   *Note: If you have logged in for the first time, the current password will be the temporary password you received in your account activation email.
5. Type the new password you would like to use in the **New Password** field.
6. Reenter the new password to confirm it in the **Reenter New Password** field.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.

Sample Screenshot displaying the My Profile Edit Page

Tips

- It is important to remember that passwords are case sensitive.
- Passwords must be at least eight (8) characters long and must contain at least 3 of the following types of characters: Uppercase Letters (A, B, C,…); Lowercase Letters (a, b, c,…); Numbers (1, 2, 3,…9); Special Characters (#, !, @, %, other punctuation marks).
- Passwords will appear encrypted when entering into the Password fields so ensure that no one else sees what password you are typing in.

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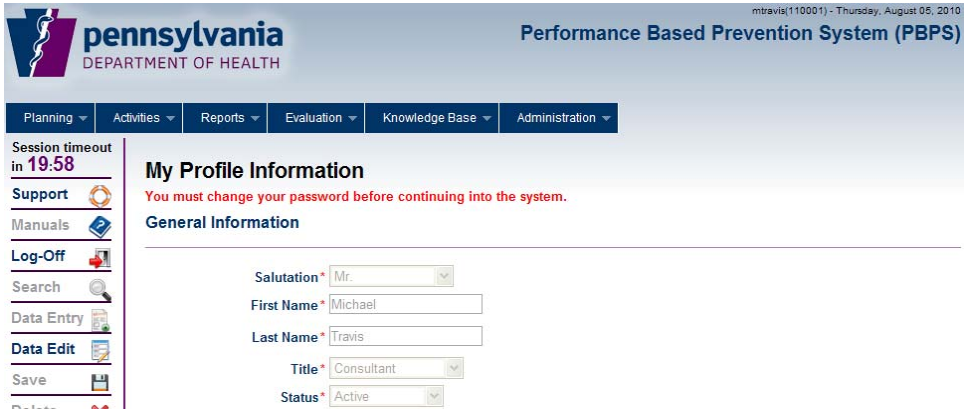
First Time Logging In?

If you received an email with your login information and are logging in for the first time, you will be taken directly to the My Profile form. A message appears at the top of the form informing you that you must change your password before continuing into the system.

Follow the instructions from the Updating My Profile Details section to update your profile details. When entering your password information, remember to use the temporary password provided to you in the account creation email for the **Current Password** field.



Sample Screenshot displaying the My Profile Edit Page

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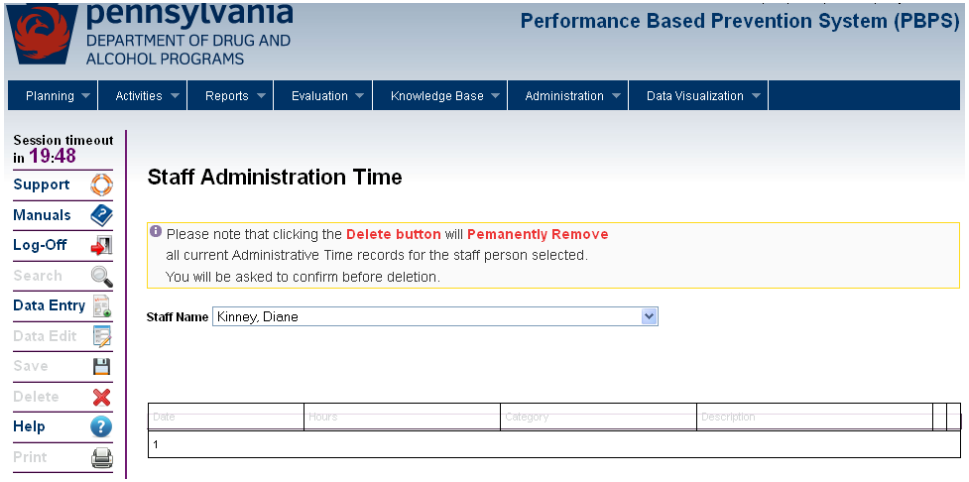
Administrative Time

The Administrative Time area allows users to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into PA PBPS can be classified as administrative time.

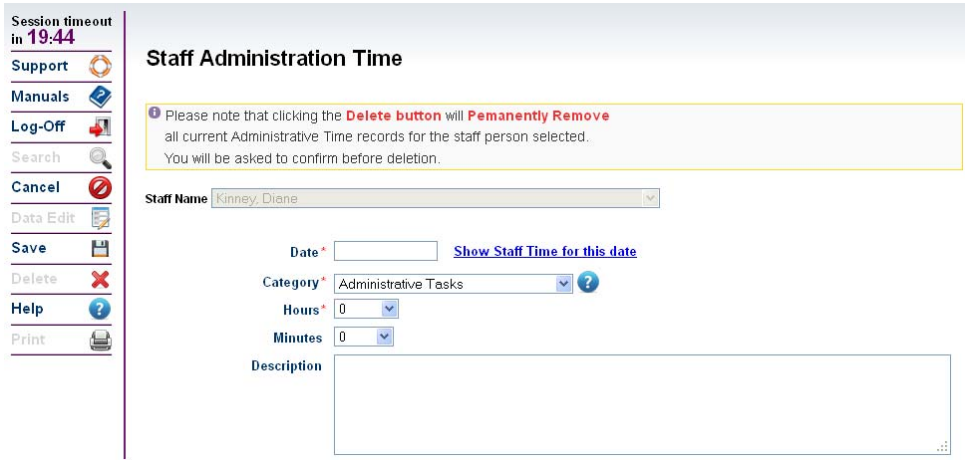
Adding Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the Administration submenu or Landing Page.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click Data Entry (**Data Entry**) from the left toolbar.



Sample screenshot displaying the Administrative Time Page.

5. Enter a date that the administrative time took place on in the **Date*** field in the format mm/dd/yyyy.
6. Select the type of administrative time from the **Category*** dropdown list.
7. Enter the **Hour** and **Minutes** using the dropdown lists.
8. Type in any additional information regarding the administrative time in the **Description** field. This is optional.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Administrative Time Page.

Tips

- For a description of the selected Category, click the (**Help icon**) located to the right of the **Category** dropdown list.
- To view whether the staff member currently has staff hours associated with the date entered, click the '*Show Staff Time for this date*' link.

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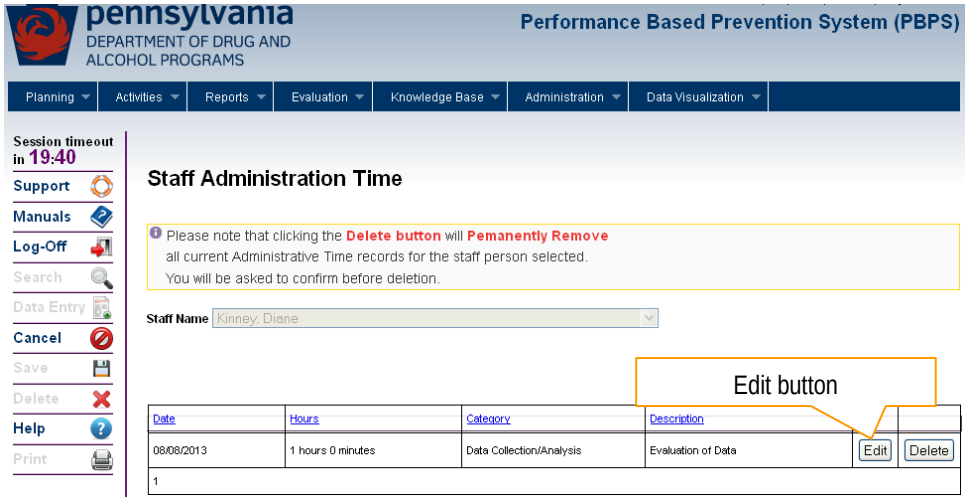
Editing Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu or Landing Page.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click the Edit (**Edit**) button to the right of the date you wish to edit.
5. The **Administrative Time** will appear in the edit mode.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.

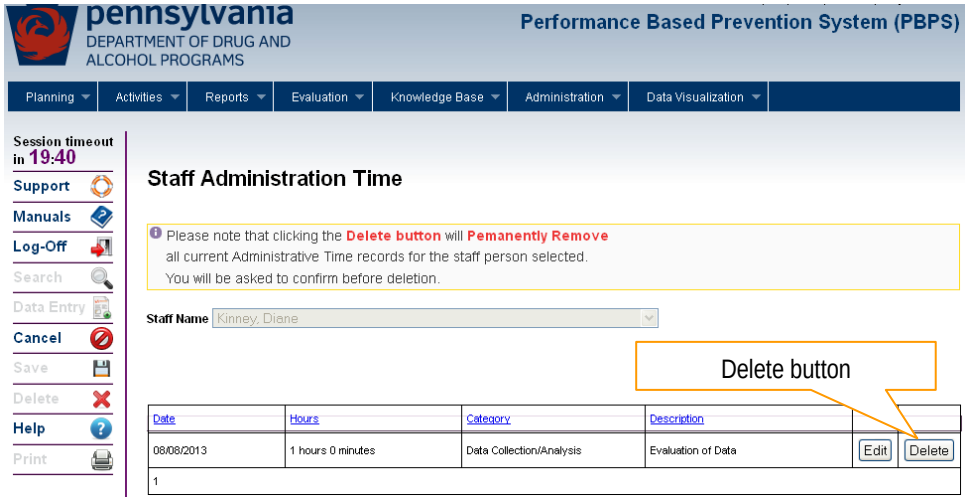
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Administrative Time Page.

Deleting Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu or Landing Page.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click the Delete (**Delete**) button to the right of the date you wish to delete.
   a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
   b. A message appears confirming that the entry has been deleted. Click the OK (**OK**) button to continue.



Sample screenshot displaying the Administrative Time Page.

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Kit Support

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click **Support** from the main menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the **Contact Support** link.
    a. Fill in the appropriate fields.
    *Note: Fields marked with an asterisk (*) are required.
    b. Click the Submit (**Submit**) button. Your request will be sent to the KIT Solutions Customer Support team and DCF.
3. To find this manual in an online version, click the **User Manuals** link. The Manuals section will display the various documents pertinent to the PA PBPS.
4. To see a list of new features, improvements (changes), or announcements for the PA PBPS, click the **What's New** link.
5. To view available training videos to show you step-by-step how to use PA PBPS, click the **Videos** link.
6. To receive information regarding Online Trainings and to register to receive a training, click the **Online Trainings** link.

PA PBPS Support Site > Home - Windows Internet Explorer
http://kitusers.kithost.net/Support/Default.aspx?alias=kitusers.kithost.net/support/papbps
PA PBPS Support Site
Home
Contact Support
User Manuals
Online Trainings
Videos
What's New
Search
Wednesday, September 28, 2011
Home
Login
Welcome to the PA PBPS Support Site
Welcome to the PA PBPS Support Site. The purpose of this site is to enhance the support services we provide you. You have a number of resources here to help you resolve problems, report bugs, and suggest improvements to products and services.
Contact Support: If you need to contact Support to ask a question, report a bug, or make a suggestion, click on the 'Contact Support' menu link.
User Manuals: Click the 'User Manuals' menu link to view the PA PBPS User Manuals.
Online Trainings: Click the 'Online Trainings' menu link to receive information regarding Online Trainings provided by KIT Solutions and to sign up for an Online Training.
Videos: If you would like to review a training video to show you step-by-step how to use the PA PBPS, click the 'Videos' menu link.
What's New: Occasionally check out the 'What's New' section to see what has been recently added to PA PBPS by clicking on the 'What's New' menu link.
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Sample screen shot of the Support Site.

Tips

- Support can be contacted: 1) by using the Contact Support link on the Support Site, 2) calling the toll-free number (888-600-4777), or 3) emailing directly at pasupport@kitsolutins.net

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